

# ABDULLAH ATIEA ELSAYED SALEH



01008520172  
01011020032



Abdullahatiea66@gmail.com



## EDUCATION

- Bachelor of Commerce from the Higher Institute for Administrative and Cooperative Studies at 2007

## PREVIOUS COMPANIES

- Accounting at El-Maleka for foods Industry (Savola Egypt), by using Oracle Program for enter all data from 2007 to Jul-2008. Then I got promoted to senior accounting from 2008 to 2013.
- Senior accounting at blue stars from 2013 to 2022.

## WORK NATURE : Senior accounting

- Contract, PO and deals with customers and suppliers based on LOA, (cancel any order not accordance LOA).
- Handling credit limit and payment terms with sales director.
- Follow up guarantee letter and security amount with treasury.
- Sales analysis as daily report.
- Customer and supplier balances.
- Customer and suppliers statement.
- Aging (invoices overdue and over limit).
- CUC Follow up.
- Follow up transfers and deposits.
- Closing reports with logistic and treasury.
- Follow up the monthly inventory.
- Final reports (Net sales closing, bank statement closing, CUC closing, check sub with GL and create aging.
  - Send all final reports to board

## PROFESSIONAL SKILLS

- Take a computer course from the Egyptian-Polish Friendship Association (windows – word – excel – outlook – internet).
- Perfect mastery in dealing with computers in general.
- Write quickly on Word, Touch (60 words per minute).
- Full proficiency in dealing with Excel..
- Oracle program.
- Al-Motkamal program.
- Foucs program.
- El-Amen program.

## PERSONAL INFORMATION

ELMARG -CAIRO / ADDRESS •

Married/Marital status •

1985/12/10 : Date of birth •

special :driving license •

## LANGUAGES:

• Arabic  
100%

• English

70%