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PERSONAL INFORMATION

Ahmed khaled elsayed lofty

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Sex Male | Date of birth 06/06/1982 | Nationality Egyptian

WORK EXPERIENCE

JOB APPLIED FOR POSITION PREFERRED JOB STUDIES APPLIED FOR

Section head General accountant

Seeking for an opportunity in a great firm in the accounting career or Internal Audit from 2011 till now
Establish and manage the system of controls, procedures and accounting models related to the recording of fixed assets.

- Provide management recommendations on any updates to accounting policies relating to fixed assets.
- Allocation of identification numbers for fixed assets.
- Record the possession and disposal of the fixed asset in the accounting system.
- Following up the restriction of project costs in fixed asset accounts and closing these accounts once the relevant projects have been completed

Accountant Alborg lab company

Alborg lab company from 2010 till 2018

Accounts Receivable Supervisor

customer account details for non-payments, delayed payments and other irregularities.

Maintains excellent working relationships with customers' accounts payable personnel.

Processing journal entries, reconciling general ledger accounts, evaluating and applying effective internal controls and supports emerging requirements.

write off of bad debts are adequately approved and all valid documentation attached.

Monitors and reviews accounting and related system reports for accuracy and completeness.

Directing phone calls to customers to smooth collection process and resolve any issue caused delay of payment.

Prepare monthly receivable statements

Compile and sort documents, prepare and post invoices and credit and debit memos

Rely on instructions and pre-established guidelines to perform the functions of the job

Business or sector Accounting

EDUCATION AND TRAINING

Replace with dates (from - to)

SAP PROGRAM USER KEY JAN 2013
BRITISH COUNCIL MAY 2008

BERLITZ COURSES JUL 2011

INTERNAL AUDITOR JUN 2010

- Faculty of Commerce, cairo University.
- 2004
- Complete training course for SAP program user key in financial module
- English course
- Conversation course
- Internal audit course from developers training and consultant

PERSONAL SKILLS

Mother tongue(s) Arabic

Other language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
Replace with language	good	good	good	good	good
	ENGLISH				
Replace with language	A1/2	A1/2	A1/2	A1/2	A1/2
	ENGLISH.				

Communication skills

- good communication skills gained through my experience as internal auditor and senior accountant

Organisational / managerial skills

- leadership (currently responsible for a team of 10 people)

Job-related skills

- good command of quality control processes (currently responsible for quality audit)

Computer skills

- good command of Microsoft Office™ tools

Other skills

- carpentry
- high analytical , conceptual , flexibility and team working

Driving licence

- yes

ADDITIONAL INFORMATION

- excellent communication persuasion
- listing skills
- working under pressure