



Ahmed Abdul Monem Mobile:
+966 504398941 Home Phone:

Qualification :

- Bachelor of Commerce at Halwan University, Cairo in the year 1982
- + Bank Administration at Arabian Business Administration. Cairo in the year 1987 (One month course)

Job Experience:

General Agencies & Contracting

Yanbu, KSA

Position: Accountant

From: Dec. 13, 1997- till now

Job Description:

☒ General Account

- Making Profit & Loss and Monthly Balance Sheet.

Sales Account o Control the customers, distribute the invoices & payment for customers and follow up with the customers for payment and collection.

- ☒ Supplier Account & Customer Account o Discuss with the supplier about the products and prices, check quotations to purchase.

v' Inventory Account & Inventory Control Account o Checking the materials in-flow & out-flow and confirming about their movement.

Cost Control Account o Direct Cost and Indirect Cost every 3 months

- ☒ Relationship with Bank o Have good relationship with the bank regarding LC, Cheque deposit & bring statements.

o Checking the bank regulation every month.

Payroll Accounting o Preparation of salary through HR, doing payment through bank.

Cash dealin o Day to day cash in & out flow. o Business income and expenses, o Make inventory for cash every day.

Software used of Accounting:

Venus

Bright System

Al Raihi Bank

Jeddah

&

Yanbu.

RSA

Position: Operation Manager From: Dec. 30, 1988 - May 1, 1993

Position:

Job Description:

- Accountant o Make control Of business of the bank. prepare balance sheet monthly. and .prepare profit and loss monthly. Current Account o Check every day about current account (all deposit).
- ✓ Draft Signing (Signing A) o All cheques issued from the bank are signed by me.
- Issue Travel Cheque o Issue travel cheque and have control on it.
- ✓ Issue Cheque Transfer (c:) Make control over the cheque transfer & electronic transfer.

Alexandria Bank

Cairo. Egypt

Position : Accountant

From Jan. 28; 1986 — Dec. 1. 1988

Job Description:

- ✓ VVork In Cheque transfer department
- ✓ Electric Cheque transfer department c:' Make translation for all the cheque received by the bank and transfer to the particular destinations in the country.

Languages Known:

- ✓ Arabic - (Read, Write & Speak)
- ✓ English - (Read, Write & Speak)

Computer Knowledge:

- ✓ Ms- Office (Word & Excel)
- ✓ Accounting Software (Venus & Bright)

Personal Information:

Date of Birth: January 16. 1960
Nationality: Egyptian
Driving License: Saudi Arabia & Egypt

GENERAL AGENCIES & CONTRACTING

Branch : Shobokshi Development & Trading Co.
C. R. : 4700004138 - Contracts
C. R. : 4700004507 - Production
P. O. Box : 30013 Yanbu Al Sinaiyah
Kingdom of Saudi Arabia
Tel. : (014) 3962810 Fax : (014) 3210890
E-mail : infopcy@gacksa.com



التوكيلات العامة والمقاولات

فرع شركة شبكشي للتنمية والتجارة

س. ر. ت. : ٤٧٠٠٠٠٤١٣٨ - مقاولات
س. ر. ت. : ٤٧٠٠٠٠٤٥٠٧ - الإنتاج
ص. ب. : ٣٠٠١٣ - ينبع الصناعية
المملكة العربية السعودية
الهاتف : ٣٩٦٢٨١٠ - فاكس : ٣٢١٠٨٩٠
البريد الإلكتروني : infopcy@gacksa.com

التاريخ : ١٤٤٢ / ١٢ / ٠٣ هـ

الموافق : ٢٠٢١ / ٠٧ / ١٣ م

شهادة خبرة

السلام عليكم ورحمة الله وبركاته،،،

تشهد شركة التوكيلات العامة والمقاولات (جك) فرع شركة شبكشي للتنمية والتجارة بان
السيد / احمد عبدالمنعم محمد صالح مصري الجنسية بموجب هوية مقيم رقم
٢١٠٥٣٦١٧٦٨ كان يعمل لدينا بوظيفة (محاسب عام) بالشركة وذلك خلال الفترة من
تاريخ ١٣ / ١٢ / ١٩٩٧م الى ٢٠٢١ / ٠٥ / ٣٠م لمدة ٢٤ سنة وكان خلال فترة عمله بالشركة
حسن السيره والسلوك وسرعة انجاز المهام المكلف بها .

وقد أعطيت له هذه الشهادة بناءً على طلبه دون ادنى مسؤولية على الشركة تجاه الغير .

وتقبلوا خالص تحياتي،،،

مدير شؤون الموظفين والإدارة

فؤاد علي حسين بصيل

