



KHALED ABDULHAKEEM

ACCOUNTANT



CONTACT



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Alexandria, Egypt.



PERSONAL

- Date of birth: 22/9/1993
- Marital status: Married
- Military status: Done
- Drive license: Valid



EDUCATION



2012 - 2015

Bachelor Of commerce

- Alexandria University.
- Accounting Department .
- Very good grade .



LANGUAGE

- Arabic
- English



ABOUT ME

I'm an experienced accountant with over 6 years in finance. I've always focused on improving to get the best results quickly and accurately. I'm excited about the chance to join your company . I'm all about delivering results that match your goals. I look forward to the opportunity to join your well reputed company to contribute to increasing its growth and stability.



WORK EXPERIENCE



Accountant & Inventory controller Pharos University

2022 - Until now

- Making a daily inventory of student balances.
- Collecting the revenues of training courses, summer training, graduation ceremonies, revenues of new students, grievances and fines.
- Daily closing of university shops and restaurants and separating the percentage of stores from the university percentage.
- Paying employees' salaries.
- Deposit the revenues daily to the university's bank accounts.
- Monitoring the incoming and outgoing movement of university inventory.
- Carrying out periodic inventory of all university stores.
- Approval of all exchange vouchers before disbursing them from the university's inventory.



Accountant Ghabbour Auto

2021-2022

- Monitor the activities of the treasury on a daily basis.
- Disbursement of cash to customers and employees according to the disbursement plan.
- Recording any process of payments or receipts on the Oracle system.
- Follow up on deposits and transfers of clients with banks.
- Follow up on supply orders issued by banks and approve their approval.



Accountant Elrizk Trading (TOYOTA dealership)

2019-2021

I worked for a Toyota car agency as a treasury accountant for a year and was promoted to a general accountant with the company.

- Preparing maintenance invoices and purchasing spare parts.
- Approval of the disbursement and settlement of the employee's covenant.
- Receiving checks from customers and issuing checks to suppliers.
- Do a periodic inventory of all the company's treasuries.
- Preparing the salaries of all company employees.
- Review and follow-up of the customers' indebtedness and the payment of the indebtedness on the system.
- Approve, separate and fully analyze expenses.
- Reviewing the company's bank statements.

KHALED ABDULHAKEEM

ACCOUNTANT

Khaled Hakeem

12/12/2023



Cashier Supervisor Fathalla Market

2018-2019

I was promoted from a cashier position to a cashier supervisor and customer service supervisor at the main branch.

- Supervising the activity of all treasuries and stocktaking periodically throughout the day.
- Follow-up and evaluation of the performance of treasury employees.
- Taking care of all customers complaints and working to solve them and ensuring customer satisfaction.



Cashier Fathalla Market

2017-2018

After completing my military service, I started working as a cashier for a year in the main branch.



COURSES

• ICDL

From ICDL Arabia , Alex University.



• English course

From UK BRITiSH Academy.



• Commercial Excel , QuickBooks , PeachTree

From Alex University.



MY SKILLS

computer skills

Microsoft windows



Microsoft office



Oracle



Personal skills

Work under pressure



Speed and accuracy at work



Leadership and customer service



MY HOBBIES

- Reading
- Searching
- Photography
- Electronic blogging