

Ahmed Mahmoud Mohamed Elakpawy

Shubra Al khaymah , Cairo ,Egypt

Mobil : 01221002292

Tel :024721267

a.elakpawy@gmail.com

SUMMARY

Results-orientated Accounting Professional with broad experience in a deadline-driven environment. Proven track record in consistently and effectively delivering Accounting Services that enhance the company's purpose and profitability.

Offers the following expertise:

- Strong technical accounting skills
- Excellent research and financial analysis abilities
- in-depth management reporting
- developing and implementing financial systems and controls

An team player committed to improving overall business processes and building a cohesive business environment.

EDUCATION

- - Ain Shams University, Cairo ,Egypt . Faculty of Commerce . 2011-2015
- Bachelor of Commerce, Accounting department . - grade : good - Percentage : 78%
- Shubra Al Khaymah Secondary School, Cairo, Egypt. 2009-2011

EXPERIENCE

work Experience

- **Mahgoub For Trading & importing(Ceramic & Porcelain).**
Job Tasks. Senior Accountant (From 1/2017 till now)
 - Input financial data and produced reports using [SAP].
 - Prepares and records asset, liability, revenue, and expenses entries by compiling and analyzing account information.
 - Follow up all transition on FBCJ.
 - Responsible for record and auditing (FAWRY-VALUE-AMAN) Payments.
 - follow up balances subsidiary accounts by verifying, allocating, posting, reconciling transactions resolving discrepancies.
 - Maintains general ledger by transferring subsidiary accounts; preparing a trial balance; reconciling Entries.
 - Reviewed documents and accounts for discrepancies and resolved variances.
 - Prepares and records vendors and taxes .
 - Handled month-end and year-end end finances by managing and reporting fixed assets and other data.
 - Reported financial data and updated financial records in ledgers and journals.
 - Collected and reported monthly expense variances and explanations.
 - Review Customer Accounts on SAP System.
 - Print lists of outstanding orders and send to the branch.
 - Make sure to deposit the daily revenue of the branch in the main treasury.
 - Ensure that all documents entered and removed are archived.
 - Checking the accounts of the Visa, Mastercard, Bank transfers and checks in their G L .
- **Mahgoub For Trading & importing(Ceramic&Porcelain)**
Job Tasks. Accountant Branch (From 2/2016 to12/2016)
 - Receivables and cash in on the system.
 - Recording the movement of cash payments, checks and credit transactions on the system.
 - Calculate a discount on the invoices and validate it .
 - Create a tax invoice only paid. &Calculate returns customers and follow-up orders for customers

▪ Abu Khair Trading & Distribution .

Job Tasks . Financial Accountant (from 1-11-2015 to 31-1-2016)

- Recording the daily restrictions of branches -Review revenues and expenses branches.
- Responsible for Sub-Treasury and bank deposits.
- Writing reports about the stock movement Inclusion of convertible bonds on the inventory system.
- Branches inventory of every month.

Training Experience

▪ United Company for Land Reclamation Accounting training

Job Tasks . (from 7/2013 to 11/2013)

- Invoices recorded in the journal and review customer accounts and accounting cycle .

▪ Barclays Bank Get Accepted Program of Bank Training 3/2015 to 4/2015

▪ National Gas Company (Natgas) Accounting training

Job Tasks .

- Training in Departments General Accounts , Customer Accounts and Purchases .

▪ Egyptian Banking Institute. (from 14/9/2015 to 20/10/2015)

- Course the principle of Banking Certificate .

CERTIFICATES

- The principle of banking certificate from the Egyptian Banking Institute.
- Training certificate from National Gas Company (Nat gas).
- Training certificate from Barclays Get Accepted Program of Bank Training.
- Excel accounting certificate from the international community for training accountants.
- Training certificate from the House of Finance Experts in the field of Stock Market trading.
- Training certificate from United Company for Land Reclamation.
- Certificate office programs in 2007 from the life makers Association.

TECHNICAL SKILLS

- Member in Employability and Career Development Center - ECDC ASU.
- Excellent skills office programs (Windows & Word & Excel & PowerPoint& Internet).
- I have (Time Management skills - Good communications skills)
- How to use the above applications and program.

CORE COMPETENCIES

- planning and organizing
- communication skills
- problem analysis and resolution
- judgment
- decision-making
- team player

LANGUAGE

- Arabic: Mother language.
- English : Very good .
- French : Very good .

PERSONAL INFORMATION

- Date of Birth : August 16th, 1993 - Marital Status : Single
- Military Service : Exemption final - Nationality : Egyptian - Religion : Muslim