

SERAG EL DIN ABD EL MONEM

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SUMMARY

I am an experienced Accountant and am looking forward to finding a position, where I can better utilize my qualifications acquired through my academic background, training & courses. In addition to enhancing my professional skills in a dynamic and stable workplace.

WORK EXPERIENCE

Accountant of Accounts receivable, High Tech Egypt

Oct 2016 - Present

- Prepare invoices and bank deposits.
- Enter data on invoices; ensure proper coding on documents.
- Prepare, verify, and process invoices for sales or services rendered.
- Accurately handle Customers and other billing activities on specified dates
- Perform day-to-day financial transactions, including verifying, classifying, computing, posting and recording accounts receivables data.
- Generate financial statements and reports detailing accounts receivable status.
- Process accounts and incoming payments in compliance with financial policies and procedures.
- Support Management by distributing timely and accurate Accounts Receivable information.
- Collect on accounts by sending invoice reminders and communicating with customers via phone, email or mail.
- Verify discrepancies and resolve clients' billing issues.
- Reconcile the accounts receivable ledger to ensure that all payments are accounted for and properly posted.
- Post customer payments by recording cash and check transactions and entering them into the general ledger or accounting system.
- perform other accounting tasks, and participate in accounting projects on an as-required basis.
- Participation in the preparation of financial statements and tax inspection procedures.

General accountant, Al Jazeera Medical Center, Qatar

Dec 2015 - Aug 2016

- Perform day-to-day management of financial accounts.
- Manage bookkeeping and financial systems.
- Ensure accurate recording and analysis of revenues and expenses.
- Apply accounting principles to analyze financial information.
- Perform reconciliation for various client and supplier accounts.
- Address and resolve customer queries in a timely and accurate manner.
- Perform accounting functions such as revenue and asset accounting, payroll and cost analysis.
- Analyze financial information to prepare weekly, monthly and annual financial reports.
- Prepare accurate and timely financial management reports and statements.
- Ensure financial transactions are performed in compliance with company policies.
- Provide financial assistance for decision-making promptly.
- Develop solutions to resolve accounting discrepancies and other financial problems.
- Coordinate internal audit process with Auditors.
- Provide continuous management and support of the budget.

- Prepare journal entries.
- Administer accounts receivable and accounts payable.
- Review and process expense reports.
- prepare tax computations and returns
- Complete general ledger operations.
- Assist with implementing and maintaining internal financial controls and procedures.
- Monthly closings and preparation of monthly financial statements.
- Draw up monthly financial reports.
- Assist with payroll administration.
- Account/bank reconciliations.
- Monitor and resolve bank issues including fee anomalies and check differences.
- Prepare analysis of accounts as requested.
- Assist with the preparation and coordination of the audit process.
- Reconcile and maintain balance sheet accounts.
- Assist with year-end closings.
- Assist in preparing budgets and forecasts.

General Supervisor, City Plaza Clothing Center, Egypt**Sep 2012 - Oct 2013**

- Organize workflow and ensure that employees understand their duties or delegated tasks.
- Monitor employee productivity and provide constructive feedback and coaching.
- Receive complaints and resolve problems.
- Maintain timekeeping and personnel records.

EDUCATION

- Faculty of Commerce, Accounting Section, Alexandria University, Egypt (2012)

SKILL HIGHLIGHTS

- Flexible and adapt changes as needed.
- Good listener and quick learner Innovative.
- Enjoy working in a team environment.
- Good in Oral and Written communication.

LANGUAGES

- English– Good level

CERTIFICATIONS

- Financial Accounting Diploma Course, Fatally &Co. Training Center.
- A training course entitled “Book Keeping”, Syllabus Training Center.
- International Computer Driving License, Faculty of Commerce.
- A training session entitled “Negotiation Skills”, Talent Ward Wide Center.
- A training course entitled “Financial Analysis”, Faculty of Commerce.
- A training session entitled “Team Work”, Talent Ward Wide Center.
- A training session entitled “Training of Trainers (TOT)”, Talent Ward Wide Center.
- A training course entitled “Commercial Excel”, Syllabus Training Center.
- A training session entitled “Communication Skills”, Talent Ward Wide Center.
- A training session entitled “Creative Thinking”, Talent Ward Wide Center.
- A training session entitled “Problem-Solving”, Talent Ward Wide Center.