

**AHMED RAMADAN MOHAMED**  
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## **OBJECTIVE**

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Joining your respectable company in a challenging position where my educational background and interpersonal skills can be fully utilized. Whereby I can utilize my potentials& enhance my experience to achieve opportunities for professional growth.

## **EDUCATION**

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May 2017	Cairo University	Cairo, Egypt
▪ Faculty of Commerce, Accounting Department.		

## **SKILLS**

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### **Computer Skills:**

- Excellent Knowledge of using Operating system.
- Very Good Knowledge of using Microsoft office .
- Good knowledge of using Internet.

### **Language Skills:**

- Native language Arabic
- Good command of both written and spoken English

## **OCCUPATION**

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**Aug. 2020- current :** Working for Petrokima for Engineering and contracting.

**Position :** Accounts Recievable Accountant (SAP & ERP user) .

### **Main Tasks :**

- Ensure that the company receives payments for goods and services, and records these transactions on SAP system.
- Maintaining the billing system
- Generating invoices and account statements
- Performing account reconciliations
- Maintaining accounts receivable files and records
- Producing monthly financial and management reports
- Investigating and resolving any irregularities or enquiries
- Assisting in general financial management and analysis

**Oct. 2019- April 2020 :** Working for ASD for real estate investment.

**Position :** Treasury Accountant.

**Main Tasks :**

- Prepare daily summaries and journal entries detailing the cash transactions of the company , bank's settlements and the financial standing that resulted.
- Receive cash and checks for daily deposit in the Corporation's accounts with banks.
- Responsible for handing over salaries to employees.
- Preparing the movement of daily receipts and payments in a statement approved by the Chief Financial Officer, accompanied by all supporting documents of revenues and expenses and notices of the supply of revenues to banks, where they are reviewed before being recorded in the books and records.
- Receiving and disbursing the advance in accordance with the instructions.
- Follow-up customer premiums.
- I have a mandate to follow up the company's accounts with banks from withdrawals, deposits and account statements.

**May 2019- Sep.2019 :** Working for Atef Jouda Office for Accounting, Auditing and Tax Consultancy -Egypt

**Position :** Associate Auditor

**Main Tasks :**

- Reviewing data regarding the cash in vaults and the cash register by reviewing and testing the issued payment orders and any other supporting documents.
- Ensuring that the journal entries related to cash were correctly booked.
- Attending and supervising physical count for cash.

**June 2016- Jan. 2017 :** Working for ETISAL International Outsourcing Call Center –Insourcing for Etisalat –Egypt.  
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**Jan –Aug. 2014 :** Working for Frist Service Outsourcing Call Center .

**Position :** Customer service Agents

**Main Tasks :**

- Answer phones and respond to customer requests.
- Sell product and place customer orders in computer system.

- Provide customers with product and service information.
- Identify, research, and resolve customer issues using the computer system.
- Recognize ,document and alert the supervisor of trends in customer calls.

**June – Dec. 2015:** Working for Funky Fish | Fashion accessories for teenage.

**Position :** Assistant Branch Manager ,Customer service Agents and Sales Man.

**Main Tasks :**

- Sell product and place customer orders in system.
- Provide customers with product and service information.
- Identify and resolve customer issues.
- Convince the customer to purchase the products.

## **TRAININGS/COURSES**

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**Oct.2020** Mashora for consulting

**Included:**

-Training for SAP system .

**Mar.- Aug. 2017** English Language Course Cairo, Egypt  
Sponsored by Real Soft House – A license granted from Ministry Of Communications.

**Mar.- Aug. 2013** Sponsored by Cairo University – ICDL Unit.

**Included:**

-Developed Language and Basics Of Computer skills.

**July – Aug. 2012** Introduction to computer & Microsoft Cairo, Egypt  
Office 2003 –English course, sponsored by Sedra Academy.

**Included:**

- Developed Language and Computer skills
- Enhanced Presentation & project development skills.
- Communication Skills.
- Presentation Skills.
- Negotiation skills.
- Working on a team.

## **INTERESTS**

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GYM, Football, Charity activities and Traveling.

## **PERSONAL INFORMATION**

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Date of Birth: 12/12/1993

Marital Status: Single

Military Status : Completed