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Objective :

Seeking a job opportunity at your reputed company to enhance my experience, and contribute in the success of the company that will upgrade my communication, social, and organizational skills.

Educational Background :

2010 – 2014 Bachelor of Commerce.

University : Suez Canal University.

Major : Accounting.

Overall Grade : Very Good.

Work Experience :

October 2014 – May 2020 : **ALSAFY GROUP Company , Dammam Saudi Arabia**

Accountant

- Responsible for observation of customer's payments.
- Responsible for monitoring customers cash payments.
- Responsible for preparing monthly and annually report of total sales and procurements Data entry for all invoices
- Marketing specialist
- Outdoor sales executive
- Dealing with customers and displaying the company's products
- Responsible for selling the company's products

June 2020 – August 2020 : **ROOF 99 Café and Restaurant , EGYPT**

Chief Accountant

- Performed all management duties of operating a full-service restaurant.
- Responsible for all administrative duties, from inventory control, and forecast of revenue, expenses, and bookkeeping
- Performed operational management requirements in bookkeeping, data entry, inventory, accounts payable/receivable, payroll.
- Optimized profits by controlling food, beverage and labor costs on a basis.

August 2020 – December 2023 : **ALARABY for Modern Lighting Company , EGYPT**

Chief Accountant

- Responsible for supplier accounts
- Responsible for observation of customer's payments.
- Responsible for customer invoices
- Auditing and analyzing financial performance
- Responsible for preparing monthly and annually report of total sales and procurements Data entry for all invoices

December 2023 – August 2024 : **ALARABY for Import and Export Company , EGYPT**

Financial Manager

- Ensure accurate and timely preparation and submission of all financial documents related to import and export transactions
- Calculate and handle payments for taxes, tariffs, and customs duties on imported and exported goods.
- Reconcile accounts with suppliers and buyers, ensuring accurate financial records.
- Manage trade financing and deal with letters of credit and bank guarantees.
- Prepare periodic reports on the financial status of import and export operations for management review.
- Handle and analyze the impact of foreign exchange fluctuations on financial and trade operations.

Courses :

- **May 2014:** **ICDL**
International computer driving license (ICDL) Version "4.0" Suez Canal University
- **February 2014:** **Employability Skills Course**
From ASPIRE Institute
- **August 2013:** **Human Development Programs (HDP)**
Hosted by MASA International Institute.
- **April 2013:** **Customer Service Agents**
Hosted by AXON Global Educational Network.

Skills :

- • Ability to focus strongly and get the job done in less time than required with best performance.
- Ability to learn fast and able to solve unexpected problems.
- Able to work harder and effectively with best performance and low rate of mistakes.
- Ability to work effectively with others

Technical Skills :

- Excellent working knowledge of **Microsoft Office**
- **Delta Computer System**
- **Microsoft Dynamics AX 2012**
- **SMACC**
- **ORCHIDA Soft**

Language :

Arabic Mother tongue High & Colloquial

English Very Good Written & Spoken

Personal Background :

Date of Birth : 16/OCTOBER/1992

Marital Status : Married

Military Status : Exempted

Reference : Dr. Ahmed Higazi (CFO) 0557550408