



CONTACT

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PLACE OF BIRTH: Eastern province, Egypt.
PLACE OF RESIDENCE: Dammam, Saudi Arabia.
DATE OF BIRTH: 21.sep.1993

SKILLS

ERP SOFTWARES:

Enterprise Resource Planning
SAP ERP

ACCOUNTING SOFTWARE:

Quick books, Peachtree, Qoyod, ERP, the accounting Excel.

OFFICE TOOLS:

Microsoft Word, Excel, PowerPoint, Access, Publisher, Project.

HR software:

Digital solutions for managing and optimizing tasks.
Allocate the resources to more productive, profitable efforts.
Development of performance.

SKILLS COMMUNICATION:

Good organization and follow-up.
Tact and communication skills.
leadership skills.
Innovation.
crisis management.

CRM SYSTEMS:

CRM SOFTWARE
ZOHO CRM
Trello softwares

LANGUAGES

NATIVE LANGUAGES:

Arabic

Other languages:

Excellent in English language (conversation and writing).

EDUCATION

BACHELORS DEGREE in accounting and administration.
commerce College
Al Azhar university **2011 - 2015**

Summary

A person with high experience and high ambition, able to work under any circumstances and create fast and advanced solutions to solve various obstacles, work with a team, bear pressure, master the tasks performed, communicate with different types of people, and develop performance.

WORK EXPERIENCES

Namthaja company for additive manufacturing solutions:

Dec 2020 – Till Now

Senior Accountant / Dammam – Saudi Arabia.

- Gather and monitor financial data and Prepare monthly quarterly, and annual statements (balance sheets and income statements) and Perform month-end and year-end close processes.
- Manage purchases, follow-up shipments, follow up on purchases and sales invoices, and enter daily entries.
- Forecast costs and revenues, manage tax payments, organize internal audits, and Prepare budgets.
- Monitor and report on accounting discrepancies and Analyze financial trends.
- Preparing tax and zakat declaration and submitting them to the Authority and Follow up salaries, vacations, personnel affairs, issuance of invoices and quotations, follow up on customer and suppliers payments.

The following positions have been held inside the House of Design and Furniture Industry, (Mehrez and Krema) within three years: Apr 2017 - Mar 2020

The first position is: Cost Accountant / Cairo.

- Preparing daily reports for calculating costs for each of the company's products, based on production reports, warehouse and quality reports, in accordance with the approved accounting principles and more than that.

The second position is: Production and Raw Material planning and control officer and operations follow-up/ Cairo.

- Coordinate the production process flow of one or several products.
- Planning and prioritizing operations, determining the necessary labor, equipment, and raw materials to cover production demand, assigning workers and employees, following up the shift schedule, determining work needs, and monitoring production processes.
- Preparing and preparing status and performance reports periodically.

The third position is: General Coordinator for Sales and Customer Deliveries/ Cairo.

- Plan and coordinate product delivery activities to ensure accurate and timely deliveries to customers.
- Contacting customers to confirm the delivery date and address, respond to inquiries from clients, make last-minute order adjustments as per clients 'request, notify clients of any delays, schedule deliveries, prepare delivery documents, track product delivery status, and resolve any problems immediately.

Financial and administrative accountant:

Dec 2016 - Apr 2017

Pioneer Company for transportation, tourism, hotels and hospitality / Cairo.

- Preparing and preparing financial reports and analyzing financial statements.
- Collecting and analyzing financial and accounting data.
- Documenting financial transactions and records, purchases and sales movements
- Preparing the necessary financial reports, lists and tables, and accounting books on a regular basis

General accountant under training:

Jul 2013 - Dec 2015

International Academy Accounting and Auditing / Cairo.

- Identify the most important accounting principles and assumptions recognized
- Learn about the accounting cycle in all its details
- Preparing corporate financial statements
- Taxes and Electronic accounting
- Practical training in accounting and financial affairs

CERTIFICATIONS

- **Diploma** of Professional Financial Accountant (PFA).
- **Diploma** of tax accountant (TAD).
- **Advanced Diploma** in Excel And Design Software.
- **Diploma** in (ICDL).
- **Certificate** of experience for more than three years Certified by the ministry of Affairs external and the Ministry of justice Egyptian.
- **Member** of Egyptian Trade Syndicate.
- **Diploma** in English Language.
- **Diploma** in Planning and follow-up of production and Raw materials in industrial facilities.
- **Mini course** in project management and strategic planning.
- **Diploma** in (HR Management).