

# Ahmed Salah Edeen Sheble

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## **Objective:**

Serve in a reputable organization in Accounting, where my skills and knowledge can be utilized and developed and can add value to the company that I work for.

## **Education:**

2002 – 2008 Faculty of Commerce – Accounting Major  
Banha University  
2000 – 2002 Thnweya Amma  
El-Maadi Secondary School

## **Work Experience:**

March 2015 – Present **Chief accountant** – AL-Saif for land transportation at kingdom of Saudi Arabia.

### **1) Auditing & reviewing: payables**

- Accrual records for Vendors & Suppliers, payments entries
- Review all invoices for appropriate documentation and approval prior to payment
- Respond to all vendor inquiries
- Posting all entries on GL (General ledger)
- Reconcile vendor statements, research and correct discrepancies
- Assist in month end closing
- Reporting to CFO.

### **2) Auditing & reviewing: Receivables**

- Accrual records for customers & clients, collections entries
- Follow up collections by aging reports and
- Daily, weekly and monthly bank reconciliations.
- Reconcile general ledgers, Posting all entries on GL (General ledger)
- Trial balance (customers, banks)

- Reporting to CFO.

### **3) Preparing and Reviewing**

- Fixed assets monthly reports.
- Fixed assets depreciations.
- Follow up fixed assets disposals and additions.
- Fixed assets entries.

### **4) Auditing & reviewing: payroll**

- Follow up the advances file and make sure that they are applied in accordance with the company's policy. Accrual entry, posting entry follow up payroll payments.
- Follow-up and audit of the debts and balances of employees.
- Prepare the statement of monthly deductions from the fact sheets of accounts receivable employees, which include (advances, irregularities and any other fees) and send them to payroll accounting for the system.
- Reviewing and auditing attendance, overtime, penalties, vacations, resignations, terminations and new staff report sent by HR.
- Reviewing and Auditing the monthly salary statement and approving it and sending it to the bank official to raise the salaries on the bank and the employees' accounts
- Reviewing and auditing the payroll supplement statement and approving it and sending it to the bank official to submit it in the staff accounts.
- Reviewing and Posting payroll GL.

### **5) Auditing & reviewing:**

- Monitoring TRIAL BALANCE ensure balances which recorded.
- VAT account & reconciliation and ensure running by legal way.
- Perform full set of accounts and ensure timely closing of accounts
- Treasury & petty cash with all entries.
- Review & approve payment vouchers & journal entries
- Develop and maintain internal control and effective accounting system and policies
- Recording, classifying, and summarizing financial transactions and events in accordance with accepted accounting principles and financial reporting standards
- Cooperation with external auditors to carry out annual external auditing.

### **6) Monthly closing financial statement (balance sheet, income statement, trial balance)**

### **7) E.R.P system setting up, maintenance & financial reporting.**

January 2009 – DEC 2014  
Group. Dokki , Cairo ,Egypt

**Senior Accountant** – Talaat Mostafa

Working (financial accountant & Banks accountant)

**Responsibility & The ability of financial accountant:**

- **Preparing journal entries of financial operation** like (account receivable , account payable, cash, expenses, revenues, Depreciation, customers, inventory & suppliers)
  
- **Preparing Reports of:**
  1. **General ledger for all accounts** (account receivable, account payable, cash, expenses, revenues, Depreciation, customers, inventory & suppliers).
  
- **Preparing analytical statements for all accounts** (account receivable , account payable, cash, expenses, revenues, Depreciation, customers, inventory & suppliers).
- **Experience in contracting accounting:**
  - Managing Contracting extract.
  - Recording journal entries of daily transactions Payments.
  - Preparing financial statements.
  - Managing all Payments.
  - Reporting & managing Inventory.

January 2006 – DEC 2008      **Accountant** – Swifel maritime offshore for petroleum services. Maadi, Cairo , Egypt

Working (financial accountant & Banks accountant)

**Responsibility & The ability of banking accountant:**

- Preparing journal entries of bank accounts.
- Preparing banks adjustments note.
- Preparing Bank reconciliation.
- Working on letter of credit (L.C).

- Working on letter of guarantee (L.G).
- Working on notes receivable & notes payable.
- Full knowledge about Check law.

- **Experience** in using MS Excel in accounting.
- **Experience** in using **(Sap)** program:  
Account receivable, Account payable, cash & banking cycle.
- **Experience** in using **(AX MS dynamic 2012)** program:  
Account receivable, Account payable, cash & banking cycle.

- **Experience** in using **(Peachtree)** program:
- Posting journal entries.
- Working on all tasks: (customer sales, vendor, purchases, inventory, services, employees, payroll, , banking)
- Working on General ledger, Preparing trial balance, balance sheet.
- Preparing all reports of accounts.

- **Dec.2012 – Dec.2014** Training as accountant at (M.T.H)  
Mohamed talaat Chartered Accountant office :
  1. General ledger for all accounts for all accounts
  2. The American journal
  3. Trial balance
  4. Income statement
  5. Balance sheet

## **Member of Egyptian trade union** (Accounting and audit Division)

### **Summary of Skills:**

- Personal Skills  
Organizer.  
Self-Motivated.
- Good in Negotiation Skills  
Good communications and leadership skills.

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- **Languages Skills**  
Arabic: Native Language.  
English: Very good (spoken & written).
  - **Computer Skills**  
Excellent Internet user.  
MS Office (Word-Excel-Power point-Outlook-Project). Excellent in the use of MS Windows.  
More than 6 years Proficiency (Sap program) one of the strongest database programs

## **Courses:**

- **Professional Financial Accountant Diploma (PFA)**  
**From** (Chartered Accountants experts and Egyptian Tax Association)
  - **(Advanced excel 2010)**  
From computer center
  - **(Mastering access 2010)**  
From Yat center of Egypt
  - **Diploma in Banking and credit risks:**  
From house of advisory service
  - **Diploma in financial statements**  
From house of advisory service
  - **Attended lectures of the following content in RITI Training Center:**  
Communication Skills.  
Time Management
  - **Certificate of ICDL in Compex Center**
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## **Interests:**

- Music.
- Reading.
- Traveling.

## **Personal Data:**

- **Marital Status:** Single.
- **Nationality:** Egyptian.
- **Date of Birth:** Oct. 1st, 1984.
- **Military Status:** Exempted.
- **Driving license:** Especially

## **References:**

- References furnished upon request.
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