

Address: Haram / Giza /Egypt

Personal information:

Name: Ahmed Mahmoud Ahmed Fawzy

Date of Birth: 04/06/1988

Mobile No.: +201113220655 / +966571470835

Military status: Exempted

Marital status: Married

E- Mail Address: mido25757@hotmail.com / mido4688@yahoo.com

Driving License: Saudi Driving License.

Car Available

Education:

2009 Graduated from Faculty of Commerce and Business

Administration – English Section

Major: Accounting

Language Skills:

English skills: Fluent Spoken and Written.

Soft Skills:

- Presentation Skills. – Communication Skills. – Body Language Skills.
- Interviewing Skills. – Time Management Skills. – Problem Solving Skills.
- Negotiation Skills. – Professional Customer Service.

Accounting Skills:

- Diploma of U.S Accounting by English using Book – entry manual and by using Excel.
- Studying CMA.

Work Experience

- General Accountant working at:
 - 1- Al Babtain Power and Telecommunications Co. Egypt from January 2010 to September 2014.
 - 2- Works at Fraih Marzoq Al Harbi Sons- FMSCO (KSA) from October 2014 to July 2016.

- 3- Working at AL Shahin Company for metal industries as LC executive and Credit control department head from September 2016 to July 2019.
- 4- Working at IC ICTAS Saudi Arabia LLC as account manager at Joint Venture from July 2019 till present.

Job Descriptions

- Working on ERP system since January 2010 (Alpha and Delta)
- Working on SAP system since July 2019

Stock control:

- 1- Record the daily entries.
- 2- Allocation of Direct material used to projects.
- 3- Allocation of indirect material to departments.
- 4- Prepare the needed reports for the materials used for each department.

Petty cash:

- 1- Reviewing the commercial invoices.
- 2- Record the daily entry for each transaction.
- 3- Prepare the monthly report about the petty cash ledger

Payments:

- 1- Record the daily entries.
- 2- Allocation the expenses to cost center.
- 3- Prepare the needed report for each cost center expenses.

Account Payable:

- 1- Reviewing the commercial invoice.
- 2- Comparing the price at the invoice to the purchase order.
- 3- Checking the delivery note to be matched with the quantities in the invoices.
- 4- Calculate the tax.
- 5- Recording the entry.
- 6- Preparing the payment plan for the amount due for suppliers at the end of the month.

Accruals:

- 1- Salaries entry.
- 2- Closing the prepaid expenses by the amount due.

Inventory Count:

- Inventory counting each quarter for the raw materials and supplies.

Banks Accountant

- Gathering bank statements.
- Process payments made by the checks or by transfers.
- Process amount deposited at bank by checks or by transfers.
- Process LG's and LC's issuance.
- Preparing reports about the facilities positions for the banks.
- Reviewing facilities contract agreements.
- Preparing predicted cash flow.
- Maintain banks relationships.
- Recording banks statements.
- Reporting Financial Manager.

Accountant Manager:

- Reviewing entries and closing monthly.
- Posting Ledger.
- Preparing cash flow, Income Statement, Monthly sales Report, trial balance and Balance sheet.
- Reporting to headquarter.
- Preparing audit reports.
- Preparing VAT reports and communicate with ZATKA.

Computer Skills:

ICDL.
IT Essential.

Interests and Activities:

I love traveling, playing Handball, reading.

Thanks For your time
Regards / Ahmed Fawzy

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