

# **Ibrahim Helmy Rabie**

**Ain-shams, Cairo, Egypt**

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## ➤ **Objectives:**

Looking to service a position in a well-established organization, where I can bring immediate and strategic value and develop current skilled further.

## ➤ **Education:**

- Bachelor of commerce, Accounting Department, 2017, Al-azhar University.
- Gard: **very good with honors.**

## ➤ **Work experience:**



### **Al Mustafa for trading & supplies.**

*(Oct 2020 to now).*

- I work now at Al-Mustafa Company for Trade for accountant A/p Supplies, A/R cilents.



### **Dayem group.**

*(Fbur 2019 – Oct 2020).*

#### **Responsibilities:**

- Preparing day-to-day journal entries ( Aswaq) ERP accounting system.
- Perform month-end accounting activities and closing entries such: prepaid, accruals,
- Review & approve, sales invoices.
- Responsible for following A/R accounts such: Receivable's aging reports, credit limits, overdue
- invoices, reconciliations, confirmations.
- Preparing the purchase book and preparing it for taxes
- Reviewing and reconciling suppliers' accounts.



## **Partners for Accounting and Auditing Office.**

*(Janu 2018 – Janu2019)*

- Technical accounting guiding for documents and recording of financial transactions in accounting books according to the accepted accounting methods.
- Design of accounting and notebook accounting systems using computer.
- Processing documents and books tax examination.
- Preparation of final accounts and financial statements according to Egyptian accounting standards.

### ➤ **Training course:**

- P.F.A at (July 2016 - September 2016) Certificate Professional Financial Accountant from Cairo University.
- Comprehensive Accountant Diploma.
- (July 2017) Summer internship at Faisal Islamic Bank.

### ➤ **Personal skills:**

- Communications skills.
- Problems solving.
- Ability to work.