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### • **Personal Information**

Nationality : Egyptian.  
Date of Birth : 6<sup>th</sup> march. 1993.  
Marital Status : Married.  
Military Status : Exempted.

## **Objective**

Benefit from my 8 years experience to face a new challenge, that pops up my social soft skills and to be more challengeable

## **Education**

Bachelor of Accounting | Faculty of Commerce - Ain Shams University.  
2010 – 2014

## **Languages**

Arabic: Mother Tongue.  
English: Excellent Writing and Speaking.

## **Skills**

- Excellent communication skills and very sociable person.
- Excellent Presentation Skills.
- Calm in handling stressed situations, able to calm angry customers & understanding their problems & needs.
- Fast learner, Reliable, Energetic.
- Personal organization skills and time management skills.
- Confident & convincible when dealing with new customers.
- handling objections and working under pressure and stress.
- Ability to work in a team.
- Ability to lead teamwork effectively.

## Computer Skills

- Excellent Knowledge of Microsoft Office. (Especially Excel)
- Excellent Knowledge of Oracle Fusion System.
- Excellent Knowledge of ERP Systems.
- Excellent Knowledge MenaTech / MenaME System.
- Excellent Knowledge of Sun System.
- Excellent Knowledge of Ezee System.
- Excellent Knowledge of Windows OS (XP, 7 And 10).
- Excellent Internet Skills.



## Work Experience



### **AR Accountant | Flow Progressive Logistics (Sister Company of IKEA)**

**Nov'2021 – Present**

#### **Responsibilities:**

- Calculating the Customers Revenue.
- Tracking Cash on delivery orders.
- Posting Cash on delivery Entries through the system.
- Calculating Cash on delivery amounts for the customers & checking the pending amounts with cashiers.
- Transfer Cash on delivery amounts to the customers.
- Calculating the revenue leakage and Reporting to CFO.
- Making aging report and send to CFO.
- Tracking customers for Collections.
- Sending invoices to the customers.
- Bank Reconciliation and posting the entry through the system.
- Posting the revenue on the system monthly bases.
- Update accounts receivable database with new accounts.
- Posting the Credit Notes for Customers through the system.
- Checking the Customers Contracts and conditions.
- Calculating Credit Notes and posting through the system.
- Updating Customers Database with Customers Details.
- Registering the customers in the system with full details.
- Sending the Statement of Accounts to the Customers Quarterly.
- Sending the Aging Report for Each Customer to the Customers Quarterly and following up with them.
- Registering and posting the Bank Collections through the system.
- Assisting the developers to improve the system with entries.
- Arranging meetings with leaked customers and attending the meetings to solve the AR Issues with them.
- Calculating and booking the accrual for AR through the system for missing data.



## **AR Accountant & Payroll | LG for Electronics.**

**Apr'2018 - Oct'2021**

### **Responsibilities:**

- Posting the Incentive Invoices, Price compensations invoices through the system.
- Calculating the monthly, quarterly & yearly customer's target.
- Calculating the customer's monthly, Quarterly & Yearly incentive.
- Posting the incentive, target, compensation & display products discounts through the system.
- Calculating Display Product Discount.
- Reviewing all Prices before Register through the system with models.
- Reviewing special prices and discounts on Prices for grade Models.
- Registering all kind of prices through the system.
- Checking the dealers invoices.
- Calculating the monthly promoter's incentive.
- Posting the promoter's incentive through the system.
- Reviewing the promoter's incentive and send to Branches.
- Reviewing promoter's names and amounts.
- paying promoters incentive through the system and send to AP to prepare their checks.
- Making re-invoice in system.
- Reviewing all visa installments invoices & reconciliation for customers.
- Reviewing the accrual target and incentives and check with calculation.
- Reviewing the sales deduction balance.
- Physical count for fixed assets and post through the ERP system.
- Employees Compensation & Benefits & Payroll.
- Handling monthly employees' salaries for OS & Regular Employee worth 10M / monthly.
- Salary Tax Reconciliation.
- Reviewing and Payment Salesman Incentive & Promoter Incentive.
- Handling Yearly Salary survey (Mercer).
- Analyzing Labor cost and productivity & manage controllable factors affecting it.
- Handling Yearly Salary Increment.
- Calculating Employees compensations & Upload on the system.



## **AR Accountant | Ronza Rose Hotel.**

**Jan'2016 - Dec'2017**

### **Responsibilities:**

- Making daily revenue reports.
- Sending the original invoices with supporting documents to the customers.
- Receiving the Invoices and reviewing.
- Making Invoices for customers and companies.
- Making Statement of account for companies.
- Checking bank statement.
- Checking cash and deposit.
- making all settlements of receivables.
- Checking stores and make the inventory.
- Making receivable aging report.
- Can handle payable.
- Can make payable aging report.
- Making payments for suppliers.
- Physical count for fixed assets and all stores.
- reviewing the inventory and compare with the physical count.
- Making Payroll & wages (Salaries & Compensation)
- Making staff settlements.



## **Accountant | Business Compaq Company.**

**July'2013 - Aug'2015**

### **Responsibilities:**

- Making Journal entry transactions.
- Checking bank statement.
- Arrange all payable and receivable.
- Checking all invoices.
- Making aging reports.
- Checking prices of invoices.
- Receiving all invoices and arrange.
- Making statement of accounts.



## **Promoter | Nokia Company.**

**Jan'2013: Jun'2013**

### **Responsibilities:**

- Selling the mobile phones.
- Checking stock.
- Handling customers relating to their needs.
- Synchronizing with company for every sale.



**Trainer | the national council for childhood and motherhood. (Volunteer)**

**2010 - 2014**

**Projects:** AFLATOUN Program - Children's Forum - Children's rights and responsibilities.



**Trainer | Fund of drug control. (Volunteer)**

**2008 - 2013**

**Projects:** Training of Trainers (TOT) – Protect children from smoking and drugs.



### **Training & other courses**

- Marketing sessions.
- Communication skills course.
- Time management course.
- Ambassadors for dialogue.
- Training of trainer's diploma.



### **Hobbies**

Travelling, Writing, Play Station, Watching Movies & soccer matches, Swimming, Discovering New Cultures.



### **Honor & Awards**

- Honor Shield of fund of drug Control for Hard Work (Sep'2011).
- Employee of the Month (Jan'2017).



### **References**

- Available Upon Request.