

Amr Reda Ali Elsayed

Accountant



Personal Information

Date of Birth: 1/9/1997
Address: United Arab Emirates
Military Status: Exempted
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Nationality: Egyptian

Objective

I'm seeking a challenging position where I can make a good use of my experience background to help achieve the growth of this organization and well as developing my knowledge enhancing my skills through my new tasks.

Education

Faculty Of Commerce – English Section – Alexandria University
Department: English Accounting
Graduate: 2021
Grade: good

Work Experience – professional training

Almotaheda Co for construction and Paving Roads **June 2022 – Oct 2023**

Accountant

Responsible for:

- Cost accountant
- Reconcile accounts payable and receivable
- exchange and following and liquidation the covenant.
- Treasury accountant
- Record expenses for the Covenant by Excel and QuickBooks
- Recording the daily expenses of the organization
- Expense analysis and reporting
- Proof of expenses paid in advance and charge the expense for each month
- Proof of accrued expenses
- Coordination with the supplier accountant

Etap for real estate and tourism investment

Feb 2022 – Jun 2022

Accountant

Responsible for:

- Maintain up-to-date billing system
- Generate and send out invoices
- Follow up, collect and allocate payments
- Carry out billing, collection and reporting activities according to set timelines
- Perform account reconciliations
- Monitor customer account details for non-payments, delayed payments and other irregularities
- Manage Sub ledger reconciliation

Training Accountant

Responsible for:

Carrying out special internal accounting and control activities. Performing tax accounting work. Experience in dealing with customs, customs clearance, and dealing with the official bodies entrusted with this. - Carrying out the accounting work related to dealing with banks

Tasheel

Jul 2021 – Sep 2021

Teller

Responsible for:

- Issuance of loans
- Receipt of installments
- Calculation of penalties and fines
- Dealings with banks

Certifications

- **Duolingo English test**
- **QAD Course at EAAC group**
- **Section one: the accounting cycle in projects, this section deals with the following points:**

Analysis of financial operations.

Recording in the general journal and auxiliary diaries.

Posting to general ledger and assistant ledger.

Preparing the trial balance before settlements.

Preparing inventory adjustments.

Preparing the trial balance after adjustments.

Preparing financial statements and making closing entries.

Volunteering work

- Al-Suif Charity

Personal Skills

Languages: Arabic: mother tongue - English: Excellent

Technical skills: Microsoft office tools (Excellent) – QuickBooks (Excellent)

Transferable skills: Ability to manage multiple tasks - Attention to detail - Organized - Understand schedules, targets, and deadlines- public speaking – leadership – self-learning – teamwork – flexibility – relationship-development – communications