

# Abdelrahman Saleh

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## Career Objective

A bank teller at CIB Egypt and a former financial accountant with over three years of experience, preparing for the CMA and a fluent English speaker, aspiring for a challenging position where I can contribute to the growth of a successful organization.

## Professional Experience

### **Accountant at Azalia** Feb, 2024 – Nov, 2024 | Mansoura, Egypt

- Prepared monthly, quarterly, and annual financial statements (balance sheet, income statement, and cash flow) and performed variance analysis to compare actuals with budgets.
- Monitored, tracked, and analyzed project-related costs, ensuring accurate cost allocation for multiple real estate projects and improving cost controls.
- Managed AP/AR processes, ensuring timely payments to vendors and collection from clients.
- Prepared and filed corporate tax returns and property taxes, managed VAT filings and other tax obligations, ensuring full compliance with local laws.
- Supported internal and external audits by preparing documentation and maintaining comprehensive records and implemented enhanced internal controls to mitigate financial risks.
- Assisted in the creation of project budgets and financial forecasts, supporting management in strategic decision-making for property acquisitions and developments.

### **Bank Teller at CIB Egypt** Nov, 2022 – Feb, 2024 | Mansoura, Egypt



- Processed daily counter transactions, including deposits, withdrawals, check cashing, transfers, currency exchange and loan payments.
- Verified customers' identities and ensured cash and checks are genuine, that deposit amounts and the paperwork agree, and that transactions are accurately entered into the computer system.
- Balanced cash drawer at the start and end of shifts, ensuring accurate cash counts.
- Performed all ATM functions, including daily proof sheet, handling captured cards, replenishment of onsite ATM machines and reporting any malfunctions for repairs and maintenance.
- Identified customer needs and cross-sold bank products and services, such as savings accounts, credit cards, mortgage loans and certificates of deposit, referring interested customers to specialized bank employees.
- Ensured strict adherence to all central banking regulations and internal bank policies.

### **Financial Accountant at Tahawer Properties** Sep, 2021 – Nov, 2022 | Mansoura, Egypt

- Managed the general ledger and prepared journal entries, maintaining accurate financial records.
- Prepared and analyzed financial statements, including balance sheet and income statement.
- Processed tax payments and returns, ensuring compliance with tax laws and deadlines.
- Conducted monthly, quarterly and annual internal audits.

## Education

- **Bachelor's degree in Accounting and Finance (Taught In English)**

**Mansoura University** – Mansoura, Egypt    2017 - 2021

- **Grade:** Good

## Courses

- **Certified Management Accountant (CMA) – In Progress**
- **IELTS Preparation Course**
- **Microsoft Office Specialist**

## Languages

**English:** Fluent

**German:** Intermediate

**Arabic:** Native

## Professional Skills

- High-Volume Transaction Processing, Accurate Cash Handling and Reconciliation.
- Fraud Detection, Currency Verification, and AML Compliance.
- Familiar with a wide range of banking software, including T24, Oracle, EBS and CRM.
- Proficient in Microsoft Office Suite (Word, Excel, and Outlook).
- Customer-Focused Service, Problem-Solving, Product Knowledge and Cross-Selling.

## Soft Skills

- High ability of self-learning, search and creating innovative solutions.
- Strong communication, presentation and negotiation skills.
- Ability to work in a team and work under pressure.
- Highly organized with the ability to manage time, multiple tasks and deadlines simultaneously in a fast-paced and dynamic environment.
- Capable of making decisions and taking full responsibility.
- Adaptable, open-minded, patient, flexible, respecting people and colleagues.

## Personal Information

**Date of Birth:** Jan 8, 1997

**Nationality:** Egyptian

**References available on request**