

AHMED KHALED ABDO MOHAMED

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UAE Visa Status: Employment Visa



Career Objective

Seeking challenge position in a financial department where my theoretical and practical experience could be developed and enhanced in prestigious organization

Education

*Bachelor Degree of Accounting
Faculty of Commerce (Alexandria University – Egypt) – 2013.
Grade: - very good*

Experience

➤ Accountant (KNOWLEDGE CONVOYS COMPANY)
Dec 2015 till now United Arab Emirates

Job responsibilities:

Set Invoices Up for Payment

- Enter and Upload Invoices into System
- Track Expenses and Process Expense Reports
- Prepare and Process Electronic Transfers And Payments
- Prepare and Perform Check Runs
- Post Transactions to Journals, Ledgers and Other Records
- Reconcile Accounts Payable Transactions
- Prepare Analysis of Accounts
- Monitor Accounts to Ensure Payments Are Up to Date
- Research and Resolve Invoice Discrepancies and Issues
- Maintain Vendor Files
- Correspond with Vendors and Respond to Inquiries
- Produce Monthly Reports
- Generate and Send Out Invoices
- Follow Up On, Collect and Allocate Payments
- Carry Out Billing, Collection and Reporting Activities According to Specific Deadlines
- Perform Account Reconciliations
- Monitor Customer Account Details for Non-Payments, Delayed Payments and Other Irregularities
- Research and Resolve Payment Discrepancies
- Generate Age Analysis
- Review AR Aging to Ensure Compliance
- Maintain Accounts Receivable Customer Files and Records
- Follow Established Procedures for Processing Receipts, Cash Etc.
- Process Credit Card Payments
- Prepare Bank Deposits
- Investigate and Resolve Customer Queries
- Process Adjustments

- Develop A Recovery System and Initiate Collection Efforts
- Communicate with Customers Via Phone, Email, Mail or Personally
- Assist with Month-End Closing
- Collect Data and Prepare Monthly Metrics
- Assemble, Review and Verify Invoices and Check Requests
- Flag and Clarify Any Unusual or Questionable Invoice Items or Prices
- Sort, Code and Match Invoices
- Assist with Month End Closing
- Provide Supporting Documentation for Audits
- Maintain Accurate Historical Records
- Maintain Confidentiality of Organizational Information
- Preparing, validating and submitting all required VAT returns, supporting schedules and any documentation/responses as may be required by the Federal Tax Authority

➤ **Accountant**

at King Fresh Trading Co Ltd

From May2015 till Dec 2015

Accounts receivable functions

- Prepare and submit customer invoices
- Code, post and receipt payments
- Prepare and coordinate deposit activities
- Perform all necessary account, bank and other reconciliations
- Monitor customer accounts for non-payment and delayed payment

Accounts payable functions

- Check, verify and process invoices
- Prepare payments for signature
- Sort, code and enter accounts payable data
- Analyze discrepancies and unpaid invoices
- Maintain vendor files

Payroll functions

- Collect, confirm and process timesheets and overtime
- Verify taxes and other deductions
- Prepare and distribute payroll checks
- Track employee vacation and sick time

General support functions

- Update, verify and maintain accounting journals and ledgers and other financial records
- Assist in month end reporting procedures
- Find and use accounting data to resolve accounting problems and discrepancies
- Track and audit petty cash
- Assist with employee expense reports
- Perform filing and general administrative tasks
- Liaise with other departments/customers/vendors

➤ **Junior accountant**
Egypt - Alexandria

At Al Andalous Real Estate

COURSES:

- Financial Statements and the Accounting Cycle (training course).
- Accounting Information System Merchandising Business (training course).
- ICDL Computer.
- Commercial Excel.
- Programming Excel
- English course from British Academy
- Training on the financial and administrative work in the Egyptian Company for Agricultural Development
(One of the companies Development Bank and Agricultural Credit)
During studying

All certificates certified by The Ministry of Foreign Affair

PERSONAL SKILLS

- Excellent communication and report writing skills.
- Social Active with Ability to Learn & To Work In the Team
- Good Knowledge about Accounting Principle.
- UAE driving license

LANGUAGE SKILLS

- Arabic : Mother Language
- English : Expert (Reading – writing – speaking - Understanding)
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PERSONAL DATA

- **Marital status:** SINGLE
- **Nationality:** Egyptian
- **Date of Birth:** 9th of November 1992