

Profile:

Date of birth: 14/4/1994 .
years old.

Age: 28

Military Status: Finished.

Marital Status: Married.

Nationality: Egyptian.

Address: Elmag - Cairo Governorate.

Education:

2013 - 2016:

- Bachelor's degree in Commerce, Higher Institute Of Cooperation & Managerial Studies with general grade Good May session 2016.

Experience:

- 1- **Senior Accounting Officer At Elkhlig Medical From Mar 2022 Until Now**
- 2- **Senior Accountant At Ecral Elfahd Auto For Cars Rental & Limousine From Dec 2020 Till Feb 2022**
- 3- **Customer Accountant At Ecral Elfahd Auto For Cars Rental & Limousine From Sep 2019**
- 4- **Accountant At Active For Foods & Bavarge Company From Jan 2019 To Sep 2019**
- 5- **Customer , Suppliers And Banks Accountant At Clouds Integrated Solutions From November 2017 To Jan 2019**
- 6- **Sales At Elmaleka Group For Mobile Accessories From 2013 To 2016**
- 7- **Call center Agent At Mori Co. Part Time 7 Months**

Responsibilities:

Assist in preparing income statement and balance sheet

Ali Magdy Hagag

Accountant

Contacts:

- 01149283539
- 26999609
- alimagdy526@gmail.com

About me:

I graduated from Higher Institute Of Cooperation & Managerial Studies with a Bachelor's degree in Commerce - Business Administration - last May 2016. During the years of study, I have been working to develop my Communication, presentation & Leadership skills. Now I'm looking to start my career where I can be a part of a team, I'd like to build a long term career that lets me focus on professional growth.



Supervising on AR & AP & Treasury & Banks Accounts

Work with daily restrictions

Record daily invoices

prepare monthly sales tax report

Make weekly report about unpaid customers & dealers

Make monthly report about stock value

Issuing checks for suppliers

Issuance of letters of transfer to the banks

Make the required adjustments to the accounts of customers and suppliers and follow up on their general ledger

Store managing (IN – OUT – Reports)

The actual movement of the treasury

Receipt of cash collections

Manage daily expenses

Office coordinator (Direct contact with suppliers and issue purchase orders

Receiving the products – flowing the stock)

Follow the movement of banks

Follow-up letters of guarantee

Follow-up of external transfers of suppliers

Working on Happysoft system & Excel

SAP Business One ERP System User

Languages:

- Arabic: Mother tongue.
- English: Good.

Computer Skills:

- Microsoft Word.
- Microsoft Excel.
- Microsoft Power Point.
- Sap Business One ERP System User

Soft Skills:

- Team work
- Leadership