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| **Ahmed Hassan Ahmed**  **Email ID : dtfg978@gmail.com**  **Mobile No : +201274259090**  **Address : El Harm -El Giza** |  |

Career Objectives:  
seeking a challenging position in a multinational organization where my experience, professional qualifications, and skills can be applied and further developed.

**Educational Background:**

**• B.Sc. of Commerce Cairo University.**

**• Specialization: accounting**

**• Graduation Year: 2015**

Work Experience:

**MANAGEMENT ACCOUNTANT FROM 2018**

**General Accountant from 2020 until now**

**"Bedaya Company for Roads and Contracting".**  **Maadi - Cairo**

**Achievements / tasks**

* **Analyzing and summarizing the company's financial position by collecting data and information, preparing budgets, income statements, reports of profits and losses, revenues, expenses and all other reports.**
* **Manage the operation and tasks that take place within accounting department in the company and its supervision.**
* **Analyzing accounting data and preparing financial reports.**
* **Closing accounts every month and every year and adjustments between mathematical data.**

**Accountant.**

Achievements / tasks

* **Make all the journal entries and review the documentary cycle related to it.**
* **Preparing the necessary financial reports, lists and tables, and accounting books on a regular basis.**
* **Making all the extracts of contractors and suppliers based on the quantities and reviewing the prices mentioned in the concluded contracts and their appendices with reviewing the extracts of clients and their financial claims.**
* **Follow-up of the cash covenant movement that is permanent and temporary with funds and settlements.**
* **Analyzing operations and administrative expenses at the item, period and process levels.**
* **Settlement of the monetary covenant**
* **Review treasury movement statements such as receipts, cash receipts, attachments and balance.**
* **Follow-up bank balances, deposits and payments, follow-up receipts and payment papers, and make bank reconciliation notes.**
* **Making salaries, shrivels and monthly incentives for workers, taking into account deductions from taxes, insurance, etc., and calculating bonuses and overtime.**

**Certificates Courses:**

**• 12/2018 to 01/2019:- "Mastering excel 2010" course**

**•12/2018 to 02/2019:- "Microsoft Office Accounting" (Excel – Peachtree - Quick book).**

**Languages:  
 • English: Good (Written & Spoken)  
 • Arabic: Mother Tongue.**

**Skills:**

**• The ability to work under pressure and work in teams, learn quickly.**

**• Strong communication skills,**

**• Take responsibility.**

**PERSONAL INFORMATION:**

**Date of Birth: 24/11/1992**

**Nationality: Egyptian.**

**Military Status: End 1/3/2018**

**REFERENCES:  
available on request.**