

Ahmed Bashir Ahmed

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Summary

An experienced general accountant with one year of experience. Currently seeking a position as An accountant in a company. Proficient in accounting principles, detail- oriented, and skilled in various accounting software. Effective team player with strong communication skills. Eager to contribute to the growth and success of a company in an accounting role.

Education

Bachelor of Commerce, Obour Acadmy University | 2018-2022

Experience

Payable Accountant| Ceramica Platino (Abdulaziz Al-Sallab) | JAN 2024 : Until now.

- Assist departments in the account reconciliation process every month.
- Collaborate with internal departments to gather, analyze, and interpret relevant financial information.
- Document financial transactions by entering account information.
- Examine bank statements and reconcile them with general ledger entries.
- Follow up with the compensation and personnel department on each payroll cycle on the employee's loan deductions.
- Perform other related duties or assignments as directed.

Purchasing specialist | Global Bandang | JAN 2023 : JAN 2024 .

- Implementing the purchasing process in accordance with the approved purchase orders, according to the approved specifications, and according to the supply schedule.
- Monitoring purchase orders and following up on their conversion into purchase orders.
- Closing open purchase orders and resolving associated problems with other departments.
- Participate in evaluating and developing suppliers and solving supplier problems with his direct manager.

job description | E I F | JAN 2022: JAN 2023 .

- Contact customers to collect outstanding payments via phone, email, or mail.
- Negotiate payment plans and terms with delinquent accounts.
- Maintain accurate records of all collection activities in the system.
- Collaborate with the accounting team to reconcile the accounts receivable ledger

Courses

- ICDL | Success academy| June,2022.

Technical skills

- Proficient in computer usage .
- Proficient in using all Microsoft programs .
- Proficient in dealing with Accounting Excel .

Hard skills

- Computer programming .
- Proficiency in Microsoft Office programs .
- How to deal with websites .
- How to use the Google search engine .
- Printing .

Skills & Abilities

- Working on Odoo .
- Excel.
- PowerPoint.
- Word.
- Very good communication and presentation skills.
- Adaptability and flexibility.
- Accuracy and attention to details.
- Strong decision-making skills.
- Ability to multitask and meet strict deadlines.

Language

- Arabic: Native .
- English: Good (Reading – Write).