

CONTACT

+20-106-146-1821

ahmed.acc08@gmail.com

7 Ezbet Yassin Street, Arab Unity,
Shubra El-Kheima

COVER LETTER

Dear Hiring Manager,

My name is Ahmed Sayed Mubarak, and I am honored to apply to join your esteemed company's team. I hold a Bachelor's degree in Commerce, specializing in Accounting, from Cairo University, obtained in 2016. I also hold a certificate from the Higher Institute for Cooperative and Administrative Studies, specializing in Management, completed in 2008. Over my more than 15 years of professional experience, I have gained comprehensive expertise in accounting and cost management, which has enabled me to develop exceptional skills in financial data analysis, operational efficiency improvement, and the preparation of accurate financial reports.

Currently, I serve as the Accounts Manager and Head of the Costing Department at Monaco for Aluminum since March 2019. In this role, I am responsible for preparing financial statements, including cost statements, income statements, and balance sheets. I also analyze the company's actual financial statements, prepare external purchase pricing sheets, and reconcile customer and supplier balances. I have successfully developed the costing department, leading to improved product efficiency, reduced costs, and enhanced competitiveness. Additionally, I contributed to reducing production time, increasing productivity, and significantly improving the company's operational performance.

Previously, I worked as the Accounts Manager and was responsible for import letters and daily journal entries at Decorama Furniture from July 2015 to March 2019. I was in charge of organizing accounting operations related to external purchases, monitoring customer and supplier balances, and managing inventory efficiently. My career also includes working as an accountant at several reputable companies such as Perfect Stones for Marble and Granite, Formula One for Import and Export, and M. Mohamed Ali Accounting Office, where I gained valuable experience in account management and financial reporting.

I believe that the combination of my solid academic background and diverse professional experience equips me to make a significant contribution to achieving your company's goals and enhancing its financial performance. I would be thrilled to share my vision and expertise with your exceptional team and am confident in my ability to add value to your company. Thank you for your time and consideration, and I look forward to the opportunity to discuss how I can contribute to supporting the success of your company.

Kind regards,

Ahmed Mubarak



Ahmed Sayed Mubarak

Accounts Manager & Head of Costing Department



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EDUCATION

Bachelor's in Commerce, Major:

Accounting

Cairo University, 2016

Higher Institute of Cooperative and Administrative Studies, Major:

Management | 2008

SKILLS

- Ability to Work Under Pressure
- Continuous Improvement
- Teamwork and Collaboration
- Effective Communication
- Adaptability to Work Conditions
- Time Management and Task Prioritization
- Work Flexibility

LANGUAGES

- Arabic : Native Language .
- English: Good

PERSONAL DATA

- Nationality: Egyptian
- Date of Birth: November 15, 1985
- Marital Status: Married
- Military Status: Exempted (Final)

PROFILE

I am seeking a job opportunity in the field of Accounting or Cost Management within a leading company, where I can utilize my practical experience in preparing financial statements, financial analysis, and cost management to achieve optimal operational efficiency and cost reduction. My goal is to contribute to the sustainable growth of the company through my technical skills, problem-solving abilities, and sound financial decision-making.

EXPERIENCE

Accounting Manager & Head of Costing Department | March 1, 2019 – Present

Company: Monaco for Aluminum

Accounting Manager & Responsible for Import Messages and Daily Entries | July 1, 2015 – March 1, 2019

Company: Decorama for Furniture

Accountant | August 2012 – November 2014

Company: Perfect Stones for Marble and Granite

Accountant | January 2011 – July 2012

Company: Formula One for Import and Export

Accountant | 2008 – 2010

Company: Mamdouh Mohamed Ali Accounting Office

TECHNICAL SKILLS

- Preparing a warehouse sheet using the weighted average method and linking it to costs, along with creating item cards for materials.
- Proficient in using advanced Excel formulas such as: SUMIF, IF, SUMIFS, HLOOKUP, FORECAST, GOAL SEEK, SOLVE PARAMETERS, and more.
- Expertise in preparing a well-structured Excel budgeting sheet.
- Efficient in using the NITSIS program.

PRACTICAL SKILLS

- Preparing industrial cost statements.
- Preparing the income statement.
- Preparing the balance sheet.
- Conducting financial analysis of actual financial statements for the company.
- Preparing a sheet for pricing external purchases.
- Reconciling customer and supplier balances, monitoring advances, and reviewing sales and purchase invoices.
- Creating a warehouse sheet and pricing inventory using the weighted average method.
- Preparing trial balances and developing the cost department in the company, leading to improved product efficiency, reduced costs, and enhanced market competitiveness.
- Reducing production time, contributing to increased productivity and cost reduction.
- Managing supplier payments, whether through banks or cash.
- Managing customer collections, either in cash or by checks.
- Monitoring bank and cash movements accurately.
- Managing the company's accounts receivable and determining the current and future share prices.
- Financial Analysis.
- Financial modeler
- Contributing to the preparation of budgeting and forecasting with accuracy and efficiency.

Proficient in using advanced formulas such as:

- Goal Seek for target analysis.
- Solver for solving complex problems.
- Linear Regression for linear statistical analysis.
- Multiple Linear Regression for analyzing multivariable relationships.