

CURRICULUM VITAE

Personal Data :

Name : Ahmed Reda Saleh
Date of Birth : 20/01/2000
Nationality : Egyptian
Iqama ID Status : Renewed & Transferable, (Accountant)
E-Mail : Ahmed1reda2000@gmail.com
Mobile No : 0509777658



Educational Qualification:

- Bachelor Degree of Commerce, Bani Suef University, Egypt.
 - **Specialization/ Major** : Accounting.
 - **Graduation Date** : 2022.

Languages:

- **Arabic** : Fluent (Mother Tongue, Native language) .
- **English** : Good Command of both written and spoken English.

Experiences:

- 1) Working as (Accountant) in El Hekma Lab Company
- 2) from 01/03/2023 Until 30/06/2025

Main Duties: -

• Petty cash:

- Operate the petty cash Office by disbursing petty cash funds.
- Review overtime expenditure for approval and account classification.
- Balance petty cash funds daily.
- Review invoices and check requests, confirming approval limitations are met and account classifications are accurate.
- Enter invoice information into the accounting system.
- Maintain files and other duties as assigned.

• Account Receivable:

- Perform day-to-day financial transactions, including verifying, classifying computing, posting and recording accounts receivables data.
- Prepare Bills and bank deposits.
- Reconcile the accounts receivable ledger to ensure that all payments are accounted for and properly posted.
- Verify discrepancies by and resolve client's billing issues.

• Account Payable:

- Verifies vendor accounts by reconciling monthly statements and related transactions.
- Maintains historical records by microfilming and filling documents.
- Disburses petty cash by recording entry, verifying documentation.
- Resolve invoices discrepancies.
- Process credit memos.
- Assisted with month end closures.



3) Working as (Cashier) in Hyber Panda from 10/08/2021 Until 01/02/2023.

- **Accounting software Experience:**

- Odoo Open-Source ERP and CRM Software.
- Edara EPR System.
- CRM System .

Training Courses & Computer Skills:

- Very good Knowledge of Internet Applications & Research Skills.
- Very good Knowledge of Microsoft Office (Word, Excel, Power point).

Personal Skills:

- Ability to work as individually and as a co-operative team member & working under pressure.
- Excellent in communications skills and human relations & General relations.
- High performance team work & self-development & organization in the work.
- Experience in accounting & administrative skills.