

ALI MOHAMED TAHA AHMED

Cairo, Egypt

Phone: +20 1025396348

Email: alimohamed22774433@gmail.com

PROFESSIONAL SUMMARY

Accounting graduate with practical experience in Accounts Receivable (AR), Accounts Payable (AP), customer accounts, supplier accounts, financial reporting, and data management. Skilled in Microsoft Excel, account reconciliation, revenue and expense tracking, and preparing financial reports for management. Seeking a Junior Accountant position where I can contribute to financial operations while continuing to develop my accounting and analytical skills.

EXPERIENCE

Hefnawy Chemicals Company

Data Entry & Accounting Assistant

- Entered and maintained financial and operational data with high accuracy.
- Assisted in managing customer and supplier accounts.
- Recorded revenues, expenses, and daily financial transactions.
- Supported monthly and periodic account closing procedures.
- Prepared reports and submitted them to management.
- Verified accounting records and ensured data accuracy.

Sky View Real Estate Company

Accounts Receivable (AR) / Accounts Payable (AP) Accountant & Broker

- Managed customer accounts receivable and supplier accounts payable.
- Followed up on customer collections and supplier payments.
- Recorded and monitored revenues and operating expenses.
- Participated in monthly account closing activities.
- Prepared financial and operational reports for management.
- Maintained accurate accounting records using Microsoft Excel.
- Assisted clients in identifying suitable real estate opportunities and maintained strong customer relationships.

Accounting Training

Professional Accounting Offices

- Assisted in preparing financial statements.
- Generated financial and management reports.
- Participated in bookkeeping and accounting procedures.
- Gained practical knowledge of accounting principles and financial reporting.

EDUCATION

Bachelor of Commerce – Accounting Department

Banha University

Grade: Good

TECHNICAL SKILLS

- Microsoft Excel (VLOOKUP, Pivot Tables, IF Functions, Charts)
- Microsoft Word
- Microsoft PowerPoint
- Data Entry
- Financial Reporting
- Accounts Receivable (AR)
- Accounts Payable (AP)
- Account Reconciliation
- Financial Statement Preparation
- Data Analysis

SOFT SKILLS

- Communication Skills
- Teamwork
- Time Management
- Problem Solving
- Attention to Detail
- Ability to Work Under Pressure

LANGUAGES

- Arabic: Native
- English: Very Good

PERSONAL INFORMATION

- Nationality: Egyptian
- Date of Birth: 05/07/2001
- Military Status: Completed