

# Ahmed Sayed Fathi Sayed

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## Objective

Seeking a challenging accounting position in a reputable organization where I can develop my skills and acquire more experience through working with a high caliber team in a collegial atmosphere.

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## Education

May 2015

**Bachelor Degree in Accounting**  
Faculty of Commerce, Bani Sweif University

Overall grade: Good

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## Skills

### Computer Skills:

- Excellent Knowledge of Windows and Internet.
- Very Good Knowledge of MS Office (word, Excel, PowerPoint, Access).
- Very good knowledge of accounting programs (Peachtree-Delta- Microsoft Office Accounting- Simple Accounting-

### Language Skills:

- Native language: Arabic
- Good command of English

### Other Skills

- Good knowledge of bank facilities, loans, letter guaranty, corporate services, Financial Securities & Excellent communication skills, Accept Feedback. Able to learn new tasks quickly.

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## Experience

June. 2016 – Sept 2016

***Alautayf For Trading And Contracting . Doha-Qatar***  
***Accountant - Accounting Department***

- 1- Assistant to the Chief Accountant of the group.
- 2-Prepar and Analyse financial records and report and make adjustments as needed.
- 3- Assist bookkeepers, coordinators, principals, and administrators on day-to-day Financial matters, reports and questions.
- 4-Prepare and enter journal entries which includes correcting entries, allocating Expenditures, grant related entries, etc.
- 5- Assist in year-end closing and audits.
- 6- Manage accounting assistants and bookkeepers.

Jun 2015 – June. 2016 **Elforsan Group of Computer Trading.** **Cairo - Egypt**

**Accountant**

- addressing and resolving customer and supplier accounts.
- Follow up the movement of stores accounts and lay the foundation Inventory and take mutatis procedures.
- Follow up collections and payments.
- Follow monthly sales traffic to monthly sales reporting.
- Bookkeeping.
- Purchase orders.
- Prepare daily reports on sales, receipts and payments.
- *Actual accounting*

Sep 2012 – Sep. 2014 **Business Compaq Company.** **Cairo - Egypt**

**Accountant**

- Using accounting cycles
- Preparing journal entries
- Posting in ledger account
- Trial balance
- Bank reconciliations
- Monthly income statement
- fixed assets count
- Balance sheet and income statement
- Implementation of buy and sell orders on the company's securities portfolio
- Additional management duties as required

Mar 2016 – Mar. 2017 **Administrator at Egypt Army.**  
***Exceptional experience while performing military service.***

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**Courses**

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Apr 2015	<ul style="list-style-type: none"><li>• <b>Electronic Accounting , Accounting Excel &amp; peach tree</b></li><li>✓ <i>Using Peach tree &amp; Quick books</i></li><li>✓ <i>Using Accounting Excel</i></li><li>✓ <i>Receivables and payables</i></li><li>✓ <i>Accounting by Excel</i></li></ul>	<b>Grade:</b> Very Good
Aug 2015	<b>PFA (professional financial accountant)</b> Issued by Cairo University -	<b>Grade:</b> Very Good
Sep 2014	<b>ICDL (International Computer Driving License)</b> Issued by UNESCO -	<b>Grade:</b> Very Good
Jul 2005	<b>Intel Learn Program</b> Issued by Ministry Of Communications & Information Technology.	<b>Grade:</b> Good
Jun 2014	<b>English course</b> Issued by Science Made Simple Academy	<b>Grade:</b> Good

Mar 2015

**Chances skills , Communication and Writing  
Resume**

Issued by Extra Care ( Humans & Business Development )

Sep 2012 – Sep 2014

**Training account office (Mohamed Abdu elraoof)**

Registration on daily restriction and registration in the accounting books even extract the final statement of the Companies.

Dec2014 – Nov2015

**Training account office (Marwa Osman)**

Registration on daily restriction and registration in the accounting books even extract the final statement of the Companies.

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**Interests &  
Hobbies**

• Reading, Surfing the Internet, Traveling.

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**Personal  
Information**

- **Date of Birth:** 1<sup>st</sup> September, 1993
  - **Marital Status:** Single
  - **Driving License:** Available Egypt License.
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**My documents and certificates are ready upon request**