



Abouelkher Nourelden Ahmed

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Objectives:

To work in an organization where I can use my qualifications in accounting and administration and ability to achieve and maintain high professional relations, and to make it possible for me and for the organization to stand in a good position and situation all the time.

Employment History :

Company Name : DRIPCO GROUPE .

Position : General Accountant.

Responsibilities : Maintain all types of account.

Duration : from 2009 To 2017.

Company Name : Rawaat Altasheed General Contracting.

Position : General Accountant and representative .

Responsibilities. : Maintain all types of account & Follow up all government transactions

Duration : from 2018 UP TO JAN 2024.

Jop Responsibilities:

- Organize and maintain financial records .
- Maintain Audit works .
- Compute taxes owed , prepare tax returns , and ensure that taxes are paid properly and on time.
- Assets financial operations and make best practices recommendations.
- Suggest ways to reduce cost , enhance revenues, and improve profits.
- Book keeping.
- Preparing & Presenting Financial Statements.
- Finalization of accounts.
- Data Management in Computer.
- Authorizing Cash & Bank.
- Payroll Preparation.
- Bank Reconciliation.
- Follow up Receivables & payables
- Preparing project payments.

Additional experiences

- Follow-up of the company's dealings with the municipalities and work at (meps) .
- Work to implement and follow up the Government Waller of the company with the Ministry of Labor and the workers and the Chamber of Commerce and the Chamber of Industry.
- Work to end all paperwork and permits regarding personnel to ensure the company at the Ministry of work and workers and the Department of Immigration and Passport.
- Working to identify and renewal of work and residence permits in a timely manner.
- Continue Standing updates labor laws, workers and residence.

Education :

University : Sohag University. Egypt
Faculty : Faculty of Commerce Account Department .
Section : B.COM (Accounting).
Year of graduation : May 2008.

Commonabilities :

- Microsoft Office.
- Internet Skills.
- Focus accounting system.
- Bazar accounting system .
- AL Moukhtar accounting system.
- Work at Municipal e-Permitting System (MEPS)
- Ability to work manual system and accounting Programs system.

Personalinfo :

- Date of birth : (11/12/1986)
- Languages : Arabic mother language & English good.
- Driving Licens : U.A.E driving license.
- Marital status : Married.