

Ahmed Saied Ramadn Saad

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Summary (Career Objective)

An Ambitious Graduate Who Wants To have a Challenging Position in the Large Organization ,To Work in a Professional and Challenging Environment where I Can Utilize My Knowledge and Skills as well as to share My Work experiences in a manner that Positively benefits the Organization's goal and Contribute towards My Career Evelopment , Detail-oriented accounting graduate seeking to leverage financial expertise in the Organization.

Professional Experience

Accountant (General and Cost) Jun 2023 - Present

Royal Readymix | Federal Transport

Web : <https://www.romix-group.com/>

Location : Ain, and Abu Dhabi (**UAE**)

Scope of Work :- The Industrial, Transportation and Ready Mix Business

Job Description :-

- Review and verify invoices for accuracy
- Process invoices and record financial transactions
- Manage customer billing, collections, and follow up on overdue payments.
- Collaborate with the operations, procurement, and sales teams to align financial strategies
- Extract data from the Sofar Accounting and export it to an Excel file, create tables and Pivot Table and Vookup Function for daily comparisons, monitor the workflow, and send daily and monthly emails to compare results and send notes.

Accountant AR (Accounts Receivable and Customers) , **Collections** Oct 2021 - May 2023

EGMED

Web : <https://www.egmed.com/>

Location : Heliopolis Cairo, (**Egypt**)

Scope of work :- Medical Products(Supplies), Medical devices, and Services

Job Description :-

- Review and verify invoices for accuracy on Excel and Microsoft Dynamics (Ax)
- Managed collections and accounts receivable.
- Coordinated data entry tasks to ensure accuracy.
- Perform bookkeeping tasks and maintain accurate financial records.
- Prepare financial reports and reconcile accounts payable/receivable.

Accountant (General) Feb 2021 - Sep 2021

Mora Plast

Web : <https://moraplasteg.com/en/>

Location : Obour City, (**Egypt**)

Scope of work :- High Quality Packaging

Job Description :-

- Review and verify invoices for accuracy on Excel
- Prepare accurate and timely financial statements
- Prepare and send out invoices to clients in a timely manner.

Trainings

* Training For Employment – TFE Jul 2019 - Jul 2019

Date : From 2nd To 16th Of 07 / 2019

From : Central Bank Of Egypt - Egyptian Banking Institute

Trainee Jan 2019 - Jan 2019

* Employability Skills Track

Date : From 27th To 31th Of 01 / 2019

From : The American University In Cairo - Central Bank Of Egypt - Zagazig University - Usaid -, 11202194

Trainee

Jul 2018 - 2018

Banque Misr, Diyarb Negm (**Banking Internship**)
Web : https://www.banquemisr.com/?sc_lang=ar-EG

EDUCATION

Bachelor's degree in Accounting (Commerce) Sep 2015 - Jul 2019
Zagazig University, (Graduated in July 2019)
Grade : Good (71%) GpA : 2.55

SKILLS

- Excellent attention to detail , a high level of accuracy.
- Strong analytical and problem-solving skills. and manage multiple tasks simultaneously.
- Ability to work effectively both independently and as part of a team, experience in dealing with employees
- Strong understanding of accounting principles and financial reporting.
- Proficient in Microsoft Excel and other MS Office applications, Sofar Accounting, Microsoft Dynamics (Ax).
- Ability to meet deadlines and work under pressure , Computer skills
- Led My Group Project at Zagazig University

Languages

Arabic : Native - Mother Tongue

English : Above Average in Writing, speaking and listening

LICENSES & CERTIFICATIONS (Courses)

Youpreneur 2019

Central Bank Of Egypt - Eyouth , 1112778

Skills Development Program 2017

Unicef-, Ministry Of Youth and Sports

Programming Basics and Touch Develop 2017

Microsoft - Ministry Of Youth and Sports

Accounting Using Ms Excel 2017

Zagazig University

Basic Skills On Windows 10 - Internet - Word 2016 - Powerpoint 2016 2017

Microsoft - Ministry Of Youth and Sports

Soft Skills and employment Skills - Work Environment Keys - 2017

Microsoft - Ministry Of Youth and Sports

Professional Financial Accountant - PFA 2016

EG-TRAINERS

Volunteer

Life Makers and Youth and Sports Directorate

Jan 2017 , Jan 2021

Extra Personal Data

Date of Birth : 14 Octobar 1996

Marital Status : Married

Military service : Exempted

Nationality : Egyptian