

AHMED ABDULJALIL

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Experienced Senior Accountant with 7 years of expertise in managing financial operations, including general ledger oversight, financial reporting, payroll management, and cost center analysis. Adept at handling full-cycle accounting, from bank reconciliations and trial balances to assisting with final accounts and financial statement preparation. Advanced skills in Excel and proficiency in ERP systems like Odoo. Proven ability to lead and mentor junior accountants while ensuring accuracy, compliance, and efficiency in financial processes. Now preparing for the CMA certification to further enhance financial management and strategic decision-making capabilities. Looking to contribute to a dynamic, large-scale organization.

EXPERIENCE

MAY 2024 TO PRESENT

SENIOR ACCOUNTANT (AP)

GMT MARKETING SOLUTION, MAADI, CAIRO

- Played a key role in preparing and closing financial statements for the first half of 2024.
- Managed accounts payable processes, ensuring accurate and timely payments, reconciliations, and vendor management.
- Assisted with production-related tasks, providing financial support to ensure cost control and efficiency.
- Collaborated with the finance team to ensure smooth month-end and mid-year closings, delivering accurate reports and analyses for management.

APRIL 2021 – MAY 2024

SENIOR ACCOUNTANT

DARTS FURNITURE FACTORY, FIFTH SETTLEMENT, CAIRO

- Established the accounting and inventory documentation cycle, recording and classifying all financial transactions.
- Prepared and presented weekly and monthly financial reports to management for decision-making.
- Recruited, trained, and led the accounting, inventory, and procurement teams to ensure smooth operations.
- Implemented ERP systems to streamline processes and improve data accuracy.
- Prepared final accounts and provided financial support to the production and planning departments.
- Managed HR duties, including employee attendance tracking, contract creation, payroll processing, and recruitment activities.

MARCH 2018 – OCTOBER 2020

ACCOUNTANT

7M FOR WOMEN WEAR, NASR CITY, CAIRO

- Managed accounting tasks as the sole accountant, including recording sales invoices and organizing inventory for clothing received from the factory.
- Promoted and marketed products to customers, tracked sales performance, and prepared weekly and monthly financial reports for review with the financial manager.
- Handled office management, including employee attendance, monthly payroll processing, and overseeing an ERP system for efficient operations.
- Collaborated with suppliers to compare materials for production and played a key role in organizing seasonal exhibitions to boost sales.

NOVEMBER 2016 – JANUARY 2018

SHOW ROOM SUPERVISOR & CASHIER

TWINA – PARK & SEAFOOD RESTAURANT, JEDDAH, SAUDI ARABIA

- Managed daily customer billing, cash reconciliations, and prepared sales and cash reports for submission to management.
- Supervised the fresh seafood display, ensuring attractive presentation and high-quality standards to enhance customer appeal.
- Oversaw the receipt, storage, and daily inventory of seafood, maintaining accurate records of stock movements.
- Directed the display team to uphold high standards of cleanliness, professionalism, and product presentation in the seafood hall.

MARCH 2015 – OCTOBER 2016

ACCOUNTANT

TONY TEX FOR FABRIC & TEXTILE, ATTABABA, CAIRO

- Self-taught Microsoft Excel and Word to manage accounting tasks, including designing an American journal to record daily transactions.
- Created and managed customer invoices and set up an inventory tracking system on Excel to monitor stock movements.
- Developed basic financial reports, including a modest budget, and designed inventory receipt and issue forms.
- Handled all accounting responsibilities as the sole accountant, continuously learning and improving accounting and office software skills.

EDUCATION

JUNE 2013

BACHELOR OF SCIENCE IN ACCOUNTING, AL-AZHER UNIVERSITY

- GPA: 2.55/4.0

SEBTEMPER 2018

PROFESSIONAL FINANCIAL ACCOUNTANT COURSE, IBS TRAINING ACADEMY

- GPA: 3.8/4.0

SKILLS

TECHNICAL SKILLS

- Accounting Software
- Microsoft Excel
- Financial Reporting
- General Ledger Management
- Cost Accounting

ADDITIONAL SKILLS

- HR Management
- Customer Service
- Project Management

SOFT SKILLS

- Attention to Detail
- Problem-Solving
- Time Management
- Communication

ACTIVITIES & INTERESTS

- Swimming
- Chess
- Sudoku
- Bodybuilding