

Resume

**Eslam Mohamed
Mohamed Hamada**
Accountant



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Date of Birth : 29/9/1997



OBJECTIVE

Currently looking for a full-time position in a reputable organization that offers a greater challenge, advance efficiently and productively.



EDUCATION

accounting

Zagazig University / 2015-2019



EXPERIENCE

Accountant

Misr Compressor Manufacturing co. / 2020-till Now.

10th. Of Ramadan City.

➤ Treasury Accountant:

- Documentary review before operation exchange and supply .
- Preparing journal entries related to the treasury from exchange and supply .
- Follow-up of the temporary covenant and the permanent covenant.
- Preparing settlements for the temporary covenant and replacing the permanent covenant .
- Preparing and following up on miscellaneous expenses, cash advances and other receivables.
- Reviewing the treasury and matching the balance day by day.
- The ability to work Salaries and follow up taxes.
- I have knowledge of all types of taxes and how to deal with them in accounting .
- Enter all treasury transactions and work on ERP ORACLE R12.

➤ AP-Accountant

➤ Local Purchases

- Follow-up of the documentary cycle of purchases (Purchase requisition, supply order, plan or quotations, in addition to inspection, addition and invoice.
- Preparing the necessary adjustments to raise the due to suppliers, taking into account all tax operations, including deduction and addition .
- Preparing monthly account statements, issuing checks to suppliers, and following up on payments.
- Follow-up of advance payments and checks against goods and their settlement.

➤ External purchases:

- Make bank documents for each shipment and send them to the bank .

- Follow up on shipping and clearance invoices for each shipment.
- Preparing the necessary settlement entries for each shipment, closing and expenses.
- Evaluate local and external suppliers.



PROFESSIONAL SKILLS

- Excel , Very Good
- Oracle , Very Good
- - Human Development Skills:
 - Good Communication Skills
 - how to make & manage the interview.
 - very active and ambitious.
 - Time Management.
 - Decision Making.
 - Planning Skills.
 - Interview Skills.
 - Self-Confidence.
 - Fast learner.
 - Teamwork
 - Computer Skills:
 - Good User On Ms Excel From 2003 to 2013.
 - I have Knowledge about the work of Hardware & Software.
 - Working on the Oracle System R12.



LANGUAGES

- Arabic , Excellent
- English , Good