

ROMANY RASHAD FAKHRY
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Objective:

To have a suitable position within a reputable company as an accountant, where I can complement my education, skills and experiences, and assist in the most effective manner.

Professional Experience:

Accountant

Aug. 2021 till present

Mr. Mohammed AbdElazem Accounting Office .

- * Preparing all the revenue cycle entries.
- * Preparing all the Purchasing cycle entries.
- * Preparing all the payroll and payments entries.
- * Review all the Withholding tax & VAT deduction documents and procedures.
- * Preparing the imported and exported shipments sheets.
- * Managing the sales and purchasing details on an excel sheet.
- * Corporate auditing.
- * Preparing the examination note and business record.
- * Analysing for customers and suppliers accounts.
- * Preparing collection and payment permissions.
- * Participating the monthly and year-end closing financial statements " Balance Sheet , Income Statement , Statement of Cash Flow ".

Pastry shop Manager

2017 till July 2021

El Fayrouz Pastry Shop.

El Fayrouzshop is a leading Pastry Shop since 1986 in Imbaba, Giza city, presenting very luxury and delicious cakes and eastern sweets.

- * Managing and controlling all the manufacturing process as well as the shop itself.
- * Managing the warehouse of raw materials and the other nonmanufacturing goods.
- * Managing the procurement process and the suppliers' payments.
- * Managing and controlling the sales and marketing process.
- * Managing the stuff and all what are related to them.
- * Managing the financial of the shop and the factory.

Pastry Chef and Factory Manager

2013 till 2016

El Fayrouz Pastry Shop.

- * Preparing all kinds of cakes (Birthday cakes and Gateau).
- * Preparing all kinds of eastern sweets.
- * Managing all the factory work and the stuff.

Assistant Pastry Chef

2009 till 2012

El Fayrouz Pastry Shop.

- * Assist in preparing all kinds of Cakes (Birthday cakes and Gateau) along with all the eastern sweets.
- * Assist in managing the factory and its needs.

Education:

- * **Bachelor of** : Commerce Cairo University.
- * **Major** : Accounting.
- * **Grade** : Fair
- * **Graduation year:** 2021.

Training and Self Development:

- Excel courses – online self-study.
- English courses – online self-study.

Computer skills:

Word & Excel : very good
Power point : good.
Internet : internet searching skills

Languages:

Arabic : Mother tongue
English: Very good
French : Fair

Personal Skills:

- * Strong communicationskills.
- * Self-motivated and capable of assumingresponsibilities.
- * Able to work in team as well asindividually.
- * Able to meet deadline underpressure.
- * Hard worker- dedicated- responsible- mature-dependable.
- * Highly organized, dynamic andqualified.
- * Ambitious, presentable, active and wellexperienced.
- * Enjoy dealing with people andclients.

Personal Details:

- * **Date of Birth** : 15th January, 1990.
- * **Marital Status** : Married and have a daughter.
- * **Nationality** : Egyptian
- * **Driving** : Have a license.
- * **Military service** : Done

Interests:

Walking, reading and listening soft music.

* References are available upon request.

Thanks in advance

Romany Rashad