



# MOHAMED RAMADAN

ACCOUNTANT

## CONTACT

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## EXPERIENCE

● Jan 2022 -  
Feb 2022

### **APEX For Constructions&Decorations Treasury Accountant, Cairo**

Recording, analyzing and reviewing company daily transactions of cash (Payment vouchers and receipt vouchers) by MS Excel and the program of ERP of the company.

Adjustment of the cash in and out of the company by ERP system of the company.

● Sep 2021 -  
Dec 2021

### **Ahmed Hassan Office For Accounting Consulting Accountant, Cairo**

Reviewing, analyzing and recording companies' invoices (purchases, sales and credit notices) by MS Excel.

Analyzing of Value-added tax returns for companies (notices of deduction, addition and credit balances) by MS Excel.

Finishing Procedures for individuals, companies and corporations in governmental authorities such as Tax Authorities, Commercial Register and General Authorities for Investment and Free Zones.

## EDUCATION

● 2017 - 2021

### **Bachelor's Degree in accounting** Ain Shams University (ASU), Cairo Grade: Good

## SKILLS

### **Computer Skills**

Microsoft Office  
Spreadsheets  
Operating  
systems



### **Language Skills**

Arabic  
-Mother tongue  
English  
-Speaking  
-Listening  
-Reading  
-Writing



### **Soft Skills**

Adaptability  
Teamwork  
Problem-solving  
Open-  
mindedness



## COURSE

Aug 31,2021 - Sep 9,2021	<b>MANAGERIAL ACCOUNTING</b> <i>Business &amp; Statistical Research Center (BSRC)</i> <i>ASU, Cairo</i> Grade: Excellent
Aug 8,2021 - Aug 19,2021	<b>COST ACCOUNTING</b> <i>Business &amp; Statistical Research Center (BSRC)</i> <i>ASU, Cairo</i> Grade: Excellent
Jul 27,2021 - Aug 10,2021	<b>FINANCIAL ACCOUNTING III</b> <i>Business &amp; Statistical Research Center (BSRC)</i> <i>ASU, Cairo</i> Grade: Excellent
Apr 17,2021 - May 8,2021	<b>FINANCIAL ACCOUNTING II</b> <i>Business &amp; Statistical Research Center (BSRC)</i> <i>ASU, Cairo</i> Grade: Excellent
Nov 15,2020 - Nov 26,2020	<b>FINANCIAL ACCOUNTING I</b> <i>Business &amp; Statistical Research Center (BSRC)</i> <i>ASU, Cairo</i> Grade: Excellent

## PROJECTS

2019	<b>PLANS FOR MINISTRY OF TRADE AND INDUSTRY</b> <i>Cabinet Model - Ain Shams University (ASU)</i> Former member at Cabinet Model at ASU (my previous team and I put plans about export, import and industry improvement and I presented the plans in orientation for very important political people.)
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## VOLUNTEER WORK

### RESALAH ORGANIZATION

2019

Former Volunteer at Resalah organization activities (activities such as helping poor people, visiting orphanages, the elderly and fundraising.)