

Ahmed Asaad SaeedAbou-Elmagd

Accountant

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CAREER SYNOPSIS

- +3 years of experience in tax accounting, daily US analysis of budget data, submission of tax returns and the work of the financial center established through available and basic data accounting system in which the enterprise works
- Experience in the work of the basic accounting system in which the enterprise works.
- Quarterly tax return work experience Earning a job, discounting and adding And making a monthly VAT

Technical Experience

- ☐ Full Knowledge in principles and practical applications accounting and how to treat data with the right methods and adhere to standards in dealing with them.
- ☐ Good experience in dealing with the accounting cycle and organizing and directing data in the appropriate way
- ☐ Ability to solve the accounting problems that the entity faces both inside and outside with the banks or facilities that the entity deals with
- ☐ Strong knowledge in filing monthly declaration value added and payment of due by bank transfer and also declaration earning quarterly work and discount and addition
- ☐ Well versed in tax accounting, annual tax settlements and how to vary differences in settlement so that the enterprise is not subject to tax penalties
- ☐ Reviewing budgets and processing data needed for tax examination whether it be a business gain tax, stamp tax or business profit tax.
- ☐ Well versed in internal committees to reduce the amounts due by the company that produces tax examination and to reduce fines if in the context of the law
- ☐ Well versed in cost accounting and experience in time management and forecasting

EDUCATION

2016 – 2020 Bachelor of Commerce, Ain Shams University, Accounting Department–
GPA 61.09%

EMPLOYMENT HISTORY

Professional Experience

Tariq Saeed & Partners Office Chartered Accountants and Zarrab Consultants. Egypt

- Audit and tax manager (October 2018 – onward).
- background of accounts (February 2018 – September 2018).
- Trainee accountant (May 2017 – January 2018).

Etisal International Co. Egypt

- Serious restaurant customer service employee (September 2016 - December 2016).
- Telecom customer service employee (January 2017 – March 2017).

Ecco. Company. Egypt

- Vodafone customer service employee (April 2017 - May 2017).

Mr. Bus Land Transport Company. Egypt

- Senior Accountant (March 2019 - October 2019).

Achievements

1. Segregation of two partners in Mr. Bus Company and determination of their own and their own by the established accounting methods
2. Internal committee in the tax department to reduce the amount due from the company and reduce it by 45,000 pounds
3. Create a business plan in the office so that we can know everything with customers and meet their needs.
4. Control and guide office workers in the right ways to work and achieve success with the constant obligation to deliver work on time

Responsibilities

- Responsible for reviewing and accounting for corporate budgets.
- Contribute to the creation of an annual budget and the work of a financial center for the contracted companies.
- Auditing and auditing of key budget items.
- Calculation of tax and accounting depreciation.
- Make annual adjustments to employees while avoiding any differences that may arise so that the company does not incur tax penalties.
- The work of the established financial center with clarification to the client of the exact financial position through available data.
- Annual tax return and compliance review Annual tax return and compliance review.
- Always keep up-to-date tax laws so you can benefit from them with customers.
- Responsible for processing tax inspection and processing the necessary data for the tax administrator to complete the tax inspection whether it be a profit tax examination, a commercial profit tax, a stamp tax... etc.
- Responsible for all dealings with the investment authority and government bodies and finish them as soon as possible.
- Responsible for the preparation of the minutes of the general assembly whether ordinary or extraordinary and their approval by the investment authority.
- Responsible for dealing with customers in their orders whether accounting or tax.
- Review the data and numbers in the facility in a correct and proper manner in accordance with Egyptian accounting standards.
- Contribute to the accounting work of the enterprise so that the enterprise avoids falling into fines and tax issues.

- Attend regular and extraordinary meetings of the general assembly on behalf of the company to discuss the proposed decisions in the interest of the company whether it is tax or accounting.
- Examining the available data of the facility and how to analyze it is also one of the responsibilities
- **Accountable to management for:**
 - General problems faced by customers in accounts and taxes.
 - Preparation and accuracy of monthly job status updates and post agreements arising between the office and clients.
 - Solving Problems related to various tax laws and their constant updates.
 - Preparing monthly reports on the status of work with customers and work orders.
 - Management of office staff, training, supervision of jobs and multi-tasking.

SPECIAL SKILLS & LANGUAGES

Language

- **Arabic: Mother Tongue**
- **English: good**

Computer Skills

- MS Software (Windows, Project, Internet, and office package).

Soft Skills

- Presentation and communication skills.
- Better motivate work groups to participate in more effort.
- Team building coaching and mentoring, and staff leadership.
- Strategic planning/ Execution, problem solver, multitasker and Hard worker with difficult circumstances.
- Experience of working and multi-cultural project teams, ability to work and co- ordinate with cross functional teams.
- Goal Driven, Self-starter and self-organized.
- Ability to get along with others and be a team player.

TRAINING, EXTENSIVE STUDIES & CO-OP

Soft Skills Program (S.S.P)	06/2013
Computer Skills Microsoft Office Professional	07/2018
Practical training at the Arab Contractors Company	07/2018
Practical training at EgyptAir for Air Services	09/2018
The Professional Financial Accountants (P.F.A)	09/2018
Diploma in Managerial Accounting (D.M.A).	05/2019

Personal Information

- **Date of Birth: 14 July 1998**
- **Citizenship: Egyptian**
- **Marital Status: Married**
- **Having Egyptian car-driving license.**
- **Having Egyptian commercial Syndicate membership**

References will be furnished upon request