

# ABDELRHMAN DANY

Giza, Egypt

(+02) 0106 597 4836

[acc.abdelrhmandany20@gmail.com](mailto:acc.abdelrhmandany20@gmail.com)

[www.linkedin.com/in/abdelrhman-dany007](http://www.linkedin.com/in/abdelrhman-dany007)

## Junior Auditor

### Career Objective:

To give my best performance as an auditor in your reputable organization bringing strong knowledge and experience in auditing and ability to utilize this knowledge in meeting deadline requirements.

### Professional Experience:

Junior Auditor & Accountant, CH-INTERNATIONAL (NADER HAMZA & Co) Audit & Accounting Firm, Cairo, Egypt.  
(Sep 2020: Now)

#### Responsibilities:

- Examining company accounts and financial control systems.
- Checking that financial reports and records are accurate and reliable.
- The use of Excel in preparing financial statements and preparing their analyzes and reports.
- Participation in the audit work in many projects.
- Attending many annual inventory works and going through audit procedures.
- Handling the complete accounting cycle, including opening, posting entries and closing of accounts and preparation of various accounting reports.
- Preparing All Tax Forms (VAT tax, income tax, Payroll Tax & other) On Tax Electronic System.

### Education:

Register of Accountants and Auditors, Ministry of Finance, Trainee Accountant. (jun 2021)

Bachelor degree of Accounting, Faculty of Commerce, Bani Sweif University. (Sep 2016: May 2020)  
Cumulative Grad: Good.

### Courses & Training:

- DiplFR in Progress. (jun 2022)
- Comprehensive Training Course, 13 training programs, 138 training hours, Egyptian Association for Public Finance and Taxes. (sep 2021)
- CH-INTERNATIONAL (NADER HAMZA & Co) Audit & Accounting Firm, Cairo, Egypt – Summer Training. (feb 2019)
- IDCL. (oct 2018)
- Advanced Excel, 24 training hours, Financial & Commercial Studies Center, Faculty of Commerce Bani Sweif University. (oct 2018)
- Attijariwafa Bank – Summer Training. (Jul 2018)

## **Professional Membership:**

- **Member of the Egyptian Association of Public Finance and Taxes.**

## **Skills:**

### **Computer Skills:**

- Excellent knowledge of MS Office Mastering (Word, Excel, power Point, Outlook, Access)
- Computerized Accounting and Analyzing Data by Advanced Excel.
- Touch Typing.

### **Languages:**

- English: Good writing & Good speaking.

### **Personal skills:**

- Time Management.
- Problem Solving.
- Negotiation Skills.
- Handling Conflicts.
- Honest.

## **Personal Details:**

Military Service: **Exempted.**

Date of Birth: **01<sup>th</sup> of July, 1998.**

Marital Status: **Single.**

**Last Update 15<sup>th</sup> of July, 2022.**