

Ahmed Matter

Accountant – Excel Data analyst – Excel Instructor

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Summary:

Online Excel Instructor and Accountant with a proven track record at Canal Electricity Distribution Company Insurance Fund, I excel in financial reporting, advanced Excel formulas, and fostering student engagement. Leveraging strong problem-solving and time management skills, I enhance learning experiences and financial accuracy. My approach transforms challenges into opportunities for growth and efficiency.

Education:

Suez Canal University 2016 – 2020
Bachelor's degree of Commerce
Accounting Department Arabic Section
very good 82.4%

Accounting Skills:

Financial Accounting .
Designing Documentary Cycle.
Designing Charts of accounts.
A\R , A\P.
P\L.
Balance Sheet.
Design American Journal at excel:(Record Entries, General Ledger, Trial Balance & Prepare Financial Statements According to accounting standards).

Courses:

Data Analyst Specialist Track (DEPI Program - MCIT):

Descriptive Statistics.
Advanced Excel Functions.
Pivot Tables (Report Creation & Interactive Dashboards).
Data Cleaning using Power Query.
Prompt Engineering.
Foundations of Data and Data Analytics
Make Data-Driven Decisions.
Data Preparation for Exploration using Python & R language.
Data Cleaning Process and Organization of data using SQL.
Data Analysis to Answer Questions.
Data Visualization using Tableau.
Introduction to Microsoft Power BI.
Data Governance.
Complete a Case Study.
Final Graduation Project.

Data Analysis Challenger Track (online EgFwd Program - Udacity & MCIT):

Descriptive Statistics.
Financial Analysis.
Prediction on P\L Statement Using Financial Ratios.
Advanced Excel Functions.
Pivot Tables & Interactive Dashboards.

Digital Transformation. (Online by Ministry of Youth & Sports).**Accounting Excel. (Online by Ministry of Youth & Sports):**

Prepare A\P & A\R Sheets.
Inventory Sheets, Depreciation Functions.
Taxes & Insurance Sheets.

PFA (Finance Training Centre):

Designing Documentary Cycle
Designing Charts of accounts.
Design American Journal at excel.
Record Double Entries.
Taxes & Insurance.
Depreciation & Adjustments.
Prepare (P\L, Balance Sheet) According to accounting standards.

Egyptian Bank Institution for Banking. (Self-Study):

Marketing & Sales Fundamentals.
Bank Products.
Digital Banking.
Financial literacy.

ICDL. (The Armed Forces Institute):

Computer & Internet Fundamentals.
M.S Office Essentials (Word, Excel, PowerPoint).
Cyber Security.

Work Experience:

Excel Instructor Online.

Freelance

May 2023 – Present

- Created and maintained clean, safe and organized learning environment.
- Monitored student progress and adapted instruction accordingly.
- Practiced positive, consistent discipline in classroom management.
- Provided individual assistance to support struggling learners.
- Prepared course materials, such as homework assignments, and handouts.
- Encouraged student participation and challenged students to think critically.
- Used variety of instructional methods, materials and techniques to educate students.

Excel Data analyst.

Freelance

May 2023 – Present

- Utilized Microsoft Excel to generate reports and graphs on complex datasets.
- Analyzed data trends and created visualizations for management review.
- Created visual representations of data with charts, graphs or infographics.
- Implemented visualizations and dashboards to help management make informed decisions.

Canal Electricity Distribution Company Insurance Fund.

Accountant

Mar 2023 – Present

- Post Record Daily
- Follow Banks Statement Of Account Then Make Adjustments
- Giving Loans According Regulation, Follow Payments & Extract Variance Between Months
- Follow Employee Subscription Monthly
- Developed monthly, quarterly, and annual financial reports for management review.
- Created and prepared adjusting journal entries.
- Generated periodic reports such as balance sheets, income statements.
- Developed and prepared detailed reports on audit findings.

Shohdy's Organization (Accounting&Auditing Office)

Trainee

Jan 2023 – Sep 2023

- Developed monthly financial statements to document cash flow, profit and loss statements and balance sheets.

The coffee Proffer company

Trainee

Aug 2022 – Jan 2023

- Worked on ERB System(Tawasol).
- Managed vendor accounts by reconciling monthly statements and related transactions.
- Developed, implemented, modified, and document recordkeeping and accounting systems, making use of current computer technology.

Skills:

Computer & Internet	Recordkeeping
M.S Office	Prepare Dynamic Sheets
Excel	Effective lesson planning
VBA	Online teaching experience
Power BI.	Testing and grading
Advanced Excel	Financial Accounting
Dashboards	Balance Sheet
Pivot Tables	Trial Balance
Power Query	SQL
Problem Solving	Data Validation
Time Management	Data analysis
Data visualization and presentations	Database
Advanced formulas	Nested Functions
ETL	Statistical analysis

Personal Data:

performed military service (oct 2020 – Dec 2021).

Marital Status: Single

language:

Arabic: Native

English: Good Writing & speaking.