

# AHMED ADEL ZAKI

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## Objective

I graduated from accountancy department , faculty Of Commerce, Alexandria university with V. Good degree.

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## Experience

- **Sennar Horizon Logistics Services CO.** 21 / 04 / 2024 - Present  
General Accountant  
1-prepare customers tax invoices.  
2-Send tax invoices to customers hard copy included "empty , delivery note , fasah appointment , fasah invoice " Or soft copy by email included " POD , Invoice ".  
3-Daily Contact with customers by email or what's app to pay due invoices amounts.  
4-Entry customers bank transfer on system & Send SOA to customers after transfer to match it with them.  
5-Entry purchase invoices of suppliers on system & purchases excel.  
6-Contact with suppliers to match SOA with them.  
7-Prepare purchases & sales excel.  
8-Upload tax return to Zakat,Tax,Customs authority.  
9-Upload claims of cars for insurance companies.  
10-Prepare Quotations for new customers.  
11-Do some online services like preparing Absher,Qiwa,bank account for clerks & Drivers license appointment reservation.
- **Al Fishawy Company For Exporting Agricultural Crops.** 05 / 2022 - 02 / 2024  
Suppliers & Stock Accountant  
1-Prepare Daily Report Of Suppliers.  
2-Daily contact with suppliers to specify goods price.  
3-Check goods storage daily.  
4-pay due amounts to suppliers.
- **Ibrahim Musallam Al Musallam Transportation co** 10 / 01 / 2021 - 21 / 01 / 2022  
Payroll Accountant  
1-Do any operations related to payroll and salaries like preparing salaries text of clerks.  
2-Check drivers cards of month to prepare bonus of drivers & compare it with erp system.  
3-Entry customers bank transfer on erp system.  
4-Make monthly time sheet of clerks.

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## Education

- **Faculty Of Commerce** 2018  
Accounting  
V.Good

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## Skills

- ERP systems " Wazen , Mezan , Motakamel ".
- Microsoft Office.

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## Languages

- English : V.good

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## Personal Details

- Date of Birth : 02/12/1995
- Marital Status : Single
- Gender : Male
- Driving Licence : I have one