

# AHMED AYMAN

## CONTACT



El Salam, Cairo



01117948750



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## SKILLS

- Excellent all Microsoft skills.
- Data entry management.
- Have Ability to deal with various Accounting software.
- Handling Objections.
- Analytical researching
- Complex problem solving.
- Thinking Positively.
- Fast Learner.
- Work Under stress.

## LANGUAGES

English: First Language

Arabic:  C2  
Proficient

English:  B1  
Intermediate

## HOBBIES

- Football
- Reading
- Swimming
- Running
- Traveling

Fresh Graduated Looking For a full-time position in an organization that offers a great challenge for me and the opportunity to help the company in an efficient and productive way.

## EDUCATION

2020

**Bachelor of Business Administration Accounting**  
**Ain Shams**

2016

**Certificate of Higher Education**  
**Salman El Faresy Experimental Language School, Cairo**

## EXPERIENCE

April 2022 Until now

**Accountant Arab Organizational for Industry, Cairo**

- Full Time Receivable Accountant
- Analyze the expenses account monthly.
- Analysis of commodity inventory accounts.
- Sales accounts analysis.
- Preparing the trial balance.
- Analysis of commodity composition accounts.
- Preparing a budget list.
- Preparing the depreciation note.
- Identified and implemented process changes to improve reporting time and quality.
- Posted accounts receivable payments made by cash, cheque or credit card payments.

May 2019 to December 2019

**Operator Snow City, Cairo**

- Conducted troubleshooting during machine malfunctions, detecting and repairing issues efficiently.
- Handled various machines with precision following safety standards.
- schedule meetings and appointments.
- perform price comparisons and make recommendations for services and products.

July 2019 to August 2019

**Trainer El Baraka Bank**

- Documented participant attendance, engagement and progress.
- Created successful training courses based on evaluation of student needs.

June 2017 to September 2017

**Customer Service Representative Ecco Company, Cairo**

- Oversaw customer account inquiries, accurately providing information to resolve service complaints and guarantee customer satisfaction.
- Assisted customers with product-related questions, feedback and complaints.
- Maximized customer satisfaction by resolving service issues promptly.