

Ahmed Khaled Omran

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Career Objective:

An energetic, self-motivated accountant with communication and presentation skill. Seeking to find an opportunity where I can develop my education skills in a well-reputed organization to acquire experience and learn professional skills which would be a help in future.

Educational Background:

- Bachelor of Commerce, English Section, Beni-Suif University. (2019: 2023)
- Grade: Very good (83.86 %) • Major: Accounting, Finance.

Work Experience:

- **Financial Accountant at Al-Hana Foods Factory, Beni-Suif] 2023: Now.**
 - 1- (**Treasury Accountant**) Recording daily transactions, Disbursement of cash after approval by the financial manager, Receiving and recording revenue. Record any movement of payments or receipts, Monitoring bank balances and their movement. Issuing and recording checks.
 - 2- (**payable accountant**) Preparing a record for suppliers that includes all supplier data, Follow-up suppliers on a permanent basis and matching accounts, preparing accounting entries for entitlements and payments to suppliers Follow up on supply orders, received quantities, and the remaining quantities
 - 3- (**Clients accountant**) Making sales invoices, Follow-up customers' balances and prove all their transactions, including invoices, payments and settlements in the records, Preparing a monthly report on sales invoices , Follow-up to the sales manager regarding customers' collections and settlement of customer accounts and overdue debts .
 - 4- (**Salary Accountant**) Preparing employee payroll, processing their salaries, calculating overtime and penalties, and creating reports
 - 5-Making export invoices, health certificates and all export procedures

- **Call Centre Agent at Vodafone | April 2022: August 2023.**

Handling all incoming\outgoing calls of the clients and providing follow-up.

Training Experience:

- **Intern | Internship at Bank Misr, Beni-Suif | August 2021: September 2022.**
- **Intern | Internship at Qatar National Bank (QNB), Beni-Suif Branch | June 2022: July 2023.**

Extra Courses:

- **“How To practice English”** online course at TERA Courses.
- **“Learning How To Learn”** online course at EDX.
- **“Introduction To Financial Accounting”** online course at coursera.com.

Skills & Abilities:

Personal Skills:

- Excellent Negotiation Skills.
- Excellent communication Skills.
- Excellent presentation Skills.
- Critical Thinking.
- Good at problem solving.
- Time Management.
- Flexibility.
- Fast learning

Language & Computer Skills:

- **English:** Upper intermediate.
- **Computer:** Good command of Microsoft office Word, power point & excel, fixing most computer problems.