

YOUSSEF ELKES EBRAM

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SUMMARY

passionate and diligent individual seeking an entry-level role with the firm . fresh graduate from business administration " accounting department " to apply finance and accounting knowledge to learn and grow with the firm .

WORK EXPERIENCE

AR Accountant " mohamed abdel raouf office"

jan 2022 : feb 2024

- Process accounts and incoming payments in compliance with financial policies and procedures
- Perform day to day financial transactions, including verifying, classifying, computing, posting and recording accounts receivables' data
- Prepare bills, invoices and bank deposits
- Reconcile the accounts receivable ledger to ensure that all payments are accounted for and properly posted.
- Verify discrepancies by and resolve clients' billing issues
- Facilitate payment of invoices due by sending bill reminders and contacting clients
- Generate financial statements and reports detailing accounts receivable status
- preparing account statement for each customer
- Entering invoices into the accounts payable system
- Processing payments
- Filing and maintaining supplier records
- Checking and verifying invoices
- Preparing cheques for payment
- Performing other ad hoc tasks as required by their supervisor

EDUCATION

bachelor of business administration

sept 2018 - june 2022

- sadat academy for management science
- major : Accounting
- grade : good

COURSES AND TRAINING

- IFRS DIP ACCA "Ongoing"
- Data analysis " excel , powerBI"
- SAP FI "SES"
- Professional financial accounting "PFA"
- microsoft office
- investment banking " forage"
- Tax accounting
- fundamental of credit
- Banking course " EBI"