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| **C:\Users\Damra\Desktop\d96d9a49-78ac-459e-ab3e-5225b85245c2.jpg** Abdelrahmankhalil707@gmail.comFor Communication: - E-mail : **abdelrahmankhalil707@gmail.com**  Mob:00201097773088 Permanent Address: Alexandria El Kornish Road Hefni Nasef Street House Number 9Personal Data:- Father’s Name  : Mohamed  Date of Birth     : 16/05/1988  Nationality        : Egyptian  Religion            : Islam  Marital Status   :  Married  Passport No     :A18913609  Visa Status       :  Languages Known:-  Able to speak: English, Arabic  Able to write:   English, Arabic,  Able to read   : English, Arabic, | **Career Objective.**  To be part of a professional organization and work in a dynamic and challenging enviroment, Which offers an opportunity to grow, develop and contribute my Management and Professional skills to growth of the organization.  **EDUCATIONAL QUALIFICATION**   * High school: July 2004 * Based high school from Tarek Abn Zaid "TLS" * Graduated from faculty of Commerce Alexandria University Specialized in Finance * EXCELLENT EXPRIENCE IN ORACLE INFORMATION SYSTEM PROGRAM. * Report to- Finance Manager   **WORK PROFILES**   * + **Specialized in the import and export department and the supplies and hotels sector**   + **Purchasing Manger (f&B)**   + **Qaba's company – FMCG**     - **Period: 2009: 2014**     - **food and Beverge manger (2014/2016)**   + **Executive Manger Rankoussi furniture and fabric QATAR 2016/2017**   + **( M I S ) At LAVA (Egypt) Alexandria .**   + **2018/2019** * **In addition to 3 years of experience in the Tulip Hotels Group of the Egyptian Armed Forces, during the period of recruitment as an officer in the Armed Forces.)2014/2016)as Inventory Controller**   **Key Responsibilities.**   * Assist senior accounting staff in preparing periodic financial statements and records * Accept sales details on daily basis at the end of session services from sales team and giving summarized reports to sales manager. * Posting of purchase invoices and reconciliation of purchase ledger balances to supplier statement. * General ledger entry including accruals & prepayments. * Assisting in monthly management account preparation. * Bank reconciliation, posting and balancing * Reports on debtors and creditors as per requirement * Processes payments and documents such as invoices journal vouchers, employee reimbursements and statements * Maintain fixed asset register     **ACCOUNTANT**  **Report to - Finance Director**  **Key Responsibilities.**  **FIXED ASSET MANAGEMENT**   * Record fixed asset acquisitions and disposition in the accounting system * Calculation depreciation for all fixed asset * Assign tag numbers for fixed asset * Reconcile the balance in the fixed asset subsidiary ledger with general ledger * Review and update the schedule of fixed asset and accumulated depreciation * Prepare property tax return * Conduct periodic physical inventory verification   **OTHER**   * Handling Account payable * Assist payroll department regarding driver’s reimbursement. * Handle vehicle loan matters   **Professional Skills**   * Fluent in oral and written English. * Proficient in M.S. Office especially in Word and Excel.. * Proficiency in computerized accounting especially in Tally and Peachtree.   **Additional Skills**  Personal statement  Have a clear, logical mind with practical approach to problem solving with an eye for details.  Quick learner, I enjoy overcoming challenges.  **Technical Skills**   * Microsoft MS Office * JD Edwards Oracle Accounting Software   **Special Skills**   * Hard working, self-motivated, solution oriented, energetic, reliable and active * Good communication and leadership skills * Can work effectively under pressure and a good team player   **Training**   * Answering making phone calls. * Writing letters & reports. * Data entry. * Filling either manual or on pc. * Following up with customer & follow up the case till finish it   **ComputerSkills:**  Achieved the American University in Cairo Center for adults and Continuing Education in Cooperation with The Arab Academy for Science, Technology and Maritime Transport Community Service Programs  **Abdelrahm Mohamed Khalil** |