

# Kareem Atef Khalifa

## Fresh Odoo Implementer

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## PROFILE

Dedicated junior accountant & bookkeeper with a strong foundation in accounting & finance. Recent accounting graduate seeking a challenging Odoo Implementer position. Leveraging hands-on experience at Bookkeepers Norway, I am eager to apply my practical skills and theoretical knowledge to implement and support Odoo solutions. Motivated to contribute to organizational growth and efficiency while developing my expertise in this dynamic field.

## PROFESSIONAL EXPERIENCE

### Junior Accountant & Bookkeeper

Bookkeepers Norway

01/2024 – present

Alexandria, Egypt

- Recording day-to-day financial transactions, including accounts payable and receivable, invoices, and expense receipts.
- Reconciling bank statements and credit card accounts to ensure financial accuracy.
- Maintaining and organizing financial records to ensure compliance with accounting standards and regulations.
- Assisting in month-end and year-end closing processes, including journal entries and adjustments.
- Conducting regular cold email campaigns targeting potential clients, crafting compelling messages to generate leads and drive engagement.

### Fresh Accountant (Internship)

NOOR Eyewear

06/2023 – 09/2023

Alexandria, Egypt

- Actively contributed to the implementation of the Odoo accounting system, assisting the team in its integration and optimization.
- Conducted daily reviews of sales orders and invoices from all branches, verifying accuracy and compliance with established procedures.

## COURSES

### Digital Egypt Pioneers Initiative (DEPI)

Digital Egypt Pioneers Initiative (DEPI) - Ministry of Communications and Information Technology (MCIT)

05/2024 – 10/2024

- Specialized in optimizing organizational management processes through the strategic implementation of Odoo tools and modules, ensuring efficient workflows.
- Developed skills in business needs assessments, document requirements, and produce functional and technical specifications.

## SKILLS

### Technical skills

- Odoo modules: sales, purchases, accounting, inventory, CRM, manufacturing, HR, and POS.

### Soft skills

- Communication
- Leadership
- Complex Problem Solving

## EDUCATION

### Accounting & Finance

Faculty of business – English section (Alexandria University)

2019 – 2023

- CGPA : 3.8 (Excellent)

## LANGUAGES

### English

- Advanced

### Arabic

- Native