

ALMEDDIN AHMED ALMEDDIN AHMED

Sales representative

From: 6th October city - Giza

Date of Birth: July.1, 1998

Mobile: 01010617878

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➤ Objective:

A junior accountant with many accounting skills through study, work and personal skills looking for a challenging position in a successful organization, where I can achieve my goals and contribute to the success of the organization through hard work and using my skills that qualify me and make me the right choice for this position.

➤ Education:

Degree: Bachelor of Commerce Al-Azhar University Class 2021.

Major: Accounting.

Grade: Very good (83.7 %).

➤ Accounting skills:

- Preparing the accounting cycle and preparing the documentary cycle.
- Preparation of financial statements (income statement - statement of cash flows - statement of financial position - statement of changes in equity - statement of comprehensive income).
- How to create reserves and allocations.
- Accounting processing of Value Added Tax.
- Inventory adjustments and depreciation for assets.
- Evaluation and pricing of last term inventory.
- Prepare bank reconciliation.
- Analyzing financial statements using financial ratios.

➤ experience:

❖ Work as a sales officer at Venus Electric Company (August 2018-April 2022).

- Communicated with customers to understand their needs and recommended suitable products based on their requirements.
- Built a customer base and maintained loyalty by providing follow-up support to address any product-related issues and ensure customer satisfaction.
- Increased sales revenue and market share by achieving personal targets and contributing to the overall success of the company.

❖ Working in the computer and electronic services department while performing military service.

- Making payroll for the unit's employees.
- Provide the necessary reports and data on the unit to the managers.

➤ Courses:

- Advanced Excel, Accounting Excel.
- Professional financial accountant course(PFA).
- International computer driving license course (ICDL).

➤ Personal Skills:

- Attention to Detail
- Career Development Skills.
- Problem solving skills.
- Ability to work individually and in a team.
- Good reporting skills.
- Public speaking skills.
- Excellent communication and presentation skills.
- The ability to solve problems with customers by knowing the type of customer and then choosing the appropriate method to solve the problem.

➤ Computer Skills:

- Excellent in using Microsoft Office (Word, Excel, and PowerPoint).
- Designing an Accounting system by Excel.
- Good at Search engines and browse through the web.

➤ Language Skills:

- Arabic: Mother tongue
- English: Good

➤ Military service:

- completed