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Career Objective

A highly disciplined and hard-working Person, looking for a responsible and challenging position to gain more experience and additional highly skills, to utilize my interpersonal skills to achieve more achievements and progress with my organization In Order to be Distinguished and Highly Performer.

Education

- | | |
|--------------------------------------------------------------------|---------------------|
| - Bachelor of commerce – Accounting Department. - English section. | Sep.2014 – May.2018 |
| - Alexandria University. Accumulated Grade: Good | GPA\ 3 |
| - FMVA Course (In progress). | |

Personal information

- Date of birth: 5/8/1995
 - Military statutes: completed
 - Martial statutes: single
 - Place of residence: 6th of October, New Giza
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Work Experience

Harvest foods, Egypt **Senior Treasury specialist and bank accountant:**

- Responsible for the processing of treasury transactions, including fund transfers, checks, and reconciliations.
- prepare bank reconciliation; close bank accounts on weekly and monthly basis to managerial level.
- Assist in the management of banking relationships and negotiate terms in a direct connection with

Them in all aspects of the transactions of our treasury and finance team.

- Assist section head in daily cash balances and forecast cash needs to ensure adequate liquidity for the organization

Oct. 2024 –present

Taghleef industries, Egypt **Treasury and bank accountant:**

- Responsible for the day-to-day operational aspects of the treasurer's duties cash in and out.
- Preparing weekly report about cash in & out to management level.
- Preparing cash-out checks of our vendors according to the authority matrix.
- Responsible for checks under collection & bank transfers, following and enter the due date Check on SAP.

- Managing the post-dated customer & vendors checks.
- Responsible for LC documents (the imports and exports products & its due date payments through bill of lading & its invoices.)

March 2023 – Oct 2024

Senior financial accountant at El-Dawlia sweets trading (One of Sana Companies)

- **Accounting and finance department:**
- Calculating the salaries and monthly bonus of all employees of the company based on their performance through the month.
- Calculating the monthly target and the achievement of the branches I responsible for.
- Adjusting prices to compete in the current market.
- Reporting the performance of products to the company heads.
- Follow up the cash and receivable account on daily basis.

Jun. 2021 – March 2023

Stock control department:

- Audit the daily sales of the branches related to my company.
- Reviewing daily purchase invoice.
- Adjusting monthly entries.
- Communicating with the managers of the branches.

- - Checking the bills that supervisors are dealing with.
- Audit the accuracy of income and purchase during month.

Jun. 2020 – Jun. 2021

Language & Computer skills.

Arabic: Native Language

English: Excellent (Speaking – Reading
– Writing).

Computer skills (word – Excel – Power point).

Personal skills:

- Communication skills.
- Customer service skills.
- Meet deadline.
- Time Management

