

Ziad Mohammed Ramadan

Ashmon , Menoufia, Egypt

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Objective

- Motivated Accounting graduate with a solid academic foundation, majoring in Accounting. Skilled in financial reporting, IFRS principles, and ERP systems, with hands-on experience in preparing financial statements, e-invoicing, and tax compliance. Proficient in advanced Microsoft Excel and accounting software, seeking a General Accountant position to contribute to accurate financial operations, process optimization, and continuous business improvement.

Technical Skills

- Financial Reporting: IFRS Compliance, Trial Balance preparation, General Ledger Management, Monthly & Annual Financial Statements (Income Statement, Balance Sheet), Account Reconciliation.
- Tax & Compliance: VAT & Payroll Tax Preparation, Electronic Invoicing (ETA) Compliance, External Audit Coordination.
- Software / Systems: ERP Systems (Focus, Al-Mohtaseb), Advanced Excel (VLOOKUP, Pivot Tables, Dashboards), Microsoft Office Suite.

Experience

- Majny Packaging Company – Cairo
General Accountant | (Mar 2025 – Present)
 - Managed and verified daily financial transactions (journal entries and postings) ensuring accuracy in the general ledger.
 - Oversaw petty cash settlements and reconciliations, maintaining strict adherence to documentation standards.
 - Coordinated and processed accurate monthly payroll sheets, ensuring timely and compliant salary disbursement.
 - Conducted daily reconciliation of branch accounts, including sales and cash transactions, to ensure financial transparency.
 - Produced weekly performance reports for Accounts Receivable and Payable, supporting management's effective decision-making.
 - Executed accurate and timely bank reconciliations and proactively resolved all identified balance discrepancies.
 - Supported month-end closing procedures and managed A/R and A/P functions efficiently to meet reporting deadlines.
- Smart Accounting Office – Cairo
General Accountant | (Nov 2022– Mar 2025)
 - Generated accurate monthly and annual financial statements (Income Statements and Balance Sheets) for a diverse client portfolio, ensuring full compliance with IFRS and local standards.
 - Oversaw and validated the issuance of electronic tax invoices, ensuring strict adherence to Egyptian Tax Authority (ETA) e-invoicing requirements.
 - Conducted detailed monthly account reconciliations and balance analysis to ensure data integrity and reliable trial balance preparation.

Freelancer – Financial & Administrative Support

Remote / Project-Based (Jul 2021 - Nov 2022)

- Designed and implemented automated financial models and Excel dashboards for budgeting, financial planning, and data analysis, significantly improving client reporting accuracy and efficiency.
- Authored and delivered clear and impactful PowerPoint presentations and research articles tailored for business meetings and strategic stakeholder communication.

Vodafone Cash – Cairo

Customer Service Representative | (Nov 2019 - Jul 2021)

- Delivered efficient customer support by promptly resolving inquiries across phone, chat, and email, consistently achieving high customer satisfaction rates.

- Contributed to process improvements by providing feedback on recurring customer issues, enhancing overall service quality and reducing repeat calls.

Banque Misr

Summer Training Programs (Online) – 2021 & 2022

- Completed two consecutive online summer training programs providing foundational knowledge of banking operations, customer service, and financial procedures.
- Gained practical exposure to core banking activities including account management, transaction processing, and regulatory compliance.
- Developed understanding of banking products and services, enhancing readiness for a career in finance

Education

- Al-Azhar University (September 2019 - June 2023)
Bachelor of Commerce, Accounting Department Very good (GPA : 85.32%)

Courses & Certifications

- IFRS – International Financial Reporting Standards (ACCA, In Progress)
Currently pursuing IFRS certification, focusing on the application of international accounting standards in financial reporting and analysis.
- Financial Statement Audit – Udemy (2025)
- AI-Mohtasep Accounting Software – Al-Azhar University (2022)
- Accounting Excel – Ministry of Youth and Sports (2022)
- Microsoft Office (Word, Excel, PowerPoint) – Udemy (2023)

Personal Skills

- Excellent attention to detail when managing financial data and preparing reports.
- Proven ability to collaborate effectively within diverse team environments.
- Adaptable and quick to learn new tools, software, and systems.
- Clear, professional, and concise communication skills.
- Strong time management skills with the ability to prioritize tasks efficiently.
- Advanced Excel skills, including creating dynamic reports and dashboards.

Languages

- Arabic: Native
- English: B2

Personal Details

- Military service : Completed