Muhammad Muhammad.364733@2freemail.com

General Cost & Financial Accountant.

|  |  |
| --- | --- |
| *Professional Synopsis* | * More than 4 years experience in Oracle finance system E-Business suite.
* 6 months training as an administration accountant at Abdullah Hashim company (HONDA dealer).
* 3 months training as a warehouse accountant for first car company back in 2009.
 |
|  *Skills* | * Proficient in MS office suite (word – excel – outlook…).
* strong technical accounting skills.
* Thrives in a fast paced working environment.
* Dynamic, committed, and independent.
* In-depth management reporting
* Fast learner.
 |
| *Work Experience* | ***General cost accountatn for Honda motors Ltd.,***  ***2011 – 2016****.****ROLES AND RESPONSIBILITIES:**** Responsible for issuing cheques for the suppliers after closing and adjusting their records in the books.
* Adjusting the supplier statement report for every supplier and dealer through the Oracle system.
* Responsible for the follow up procedures with the shipping companies to obtain the insurance amounts of the containers of the goods.
* Acquiring all invoices from the shippers (DHL-TNT-FedEx…) review them, adjust them separately and start the process of the payments.
* Responsible of receiving all payment requests from purchase department then negotiate the payment methods with the different suppliers in USA, Holland, UK, Japan, Italy, France…
* Responsible of Costing all the goods coming from all the suppliers abroad and collecting all the charges and expenses related to each invoice till the cost process is done and sent to sales department afterwards.
* Responsible of creating the link between all the invoices that were put in the system and their payments, print the daily journal to have a proof on the correct transaction in the system.
* Responsible for Adjusting the daily journal and general ledger monthly reports, review them, present them to Finance department superiors for monthly progress reports.
* Responsible for execution processes starting from getting all documents required for every shipment till providing the cost and price sheets to Sales dept.
* Responsible for following up with all other finance department including custom clearance dept., payroll, administration account and work along to get information and finding solutions for any delay in any part of the process.
* Responsible of financial annual adjustments to make sure that the financial records match the system input and fix all the problems that appear during the annual closing.

***Sales excutive, Honda motors ltd., Machinery division 2010 – 2011.******ROLES AND RESPONSIBILITIES:**** Make a list of the potential clients in the sales territory and approach them the best way.
* Present catalogues and all information needed for the clients to convince them in the company products.
* Follow up and getting feedback from each customer to maintain quality process.
* Hold weekly and monthly sales meetings to observe the selling process and try to find new ways to achieve targets and attract more clients.

***Sales & customer care specialist, Etisalat, Cairo.******2009.******ROLES AND RESPONSIBILITIES:**** Resolve customer complaints via phone, email, mail, or social media.
* Use telephones to reach out to customers and verify account information.
* Assist with placement of orders, refunds, or exchanges.
* Advise on company information.
* Work with customer service manager to ensure proper customer service is being delivered.
 |
| *Education* | Bachelor’s degree in Finance & Business Administration From Faculty of commerce, (Accounting major), Cairo university. 2005 - 2009. |
| ***CONTINUING PROFESSIONAL DEVELOPMENT*** | * Strategic marketing diploma from the Canadian center in Egypt ‘09.
* Sales diploma from the Canadian center in Egypt ‘09.
* Certificate of IELTS exam in the British council & Scored band 7.5
* Undertook communication skills seminar and job hunting seminar in Egypt ‘08.
* Appointed as a supervisor and coordinator in many modules such as: congress modules- banks- job fairs- social cause events, all during college ’07.
 |