AbdElRahman

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**Accountant**

**Professional Summary**

I have extensive work experience in office environments, service industries, banking sector and Tourism sector, giving me varied skills and the ability to work with many different types of people**.**

**Areas of Expertise**



* ERP Software
* Microsoft office products
* Accountant Receivable
* Analytical & Communication skills
* QuickBooks
* Detail-Oriented
* Managing multiple complex tasks
* Accountant Payable
* Financial Software Implementation
* Financial Analyses

**Experience**



May 2016 – Current **Alansari Exchange**

**Dubai, UAE**

Teller

* + Balances cash drawer by counting cash at beginning and end of work shift.
* Enter customers' transactions into computers in order to record transactions and issue computer-generated receipts.
* Explain, promote, or sell products or services, savings bonds, money orders, and cashier's checks.
* Reconciles cash drawer by proving cash transactions, counting and packaging currency and coins, turning in excess cash and mutilated currency to head teller, maintaining supply of cash and currency.
* Extensively communicate with customers and assisting them .
* Follow identity verification, validate and cash checks.
* Manage risk in every transaction and detect fraudulent transactions to prevent losses with following all AML policies
* Comply with all department and company policies, UAE Central Bank, procedures and regulations.

September 2015 - March 2016

**Reef Oasis Dive Club**

**Sharm El-Sheikh, Egypt**

**Reef Oasis Spa & Wellness**

Senior Accountant

* Review financial data on a quarterly basis and consult with Financial controller about problems or discrepancies.
* Delegate data entry tasks with junior accounting staff.
* Assist in the month end closing and financial reporting process including account s analyses.
* A good experience and large knowledge of using specialized accounting system such as QuickBooks system.
* Carry out billing, collection and reporting activities according to specific deadline.
* Account reconciliations.
* Monitor customer account details for non-payments and other irregularities.
* Maintain accounts receivable customer files and records .
* Provide inputs and advice to company. This could include recommending changes that will maximize revenue and profit.
* Keeping good relations between the Governmental Departments and the organization by ensuring that all payments due to these departments are paid on time in the right way.

November 2012- August 2015 **The Wave Diving Center**

**Sharm El-Sheikh, Egypt**

Accountant

* Maintain and manage all financial records, logs, spreadsheets, and registers.
* Take care of the cash management system of the company and their payment mechanism.
* Responsible for following up on financial proceedings, and ensuring tasks are completed on schedule.
* Ensure activities posted to both cash and clearing GL accounts are reviewed and reconciled in a timely manner.
* Assist with month-end closing.
* Collect data and prepare monthly metrics.
* Reconcile vendor statements, research and correct discrepancies

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Excellent communication and listening skills with team work and other external parties.

* Ensure that all the company's operations are conducted in accordance the accounting systems with the lowest cost, best quality and highest efficiency .
* Team working with junior accountants for preparing weekly and monthly reports to the Chief Accountant.
* Checking the bank report and preparation of the bank report summery for the high management.
* Making backup for the system every day after closing.
* Ability to follow up on pending issues.

October 2011 - October 2012 **Al-Motahda Company**

**Alexandria, Egypt**

Secretary

* Answer telephone, screen and direct calls.
* Deal with queries from the public and customers.
* Schedule appointments.
* Receive and sort mail and deliveries.
* Tidy and maintain the reception area.
* prepare correspondence and documents.
* receive and sort mail and deliveries.

**Certificates & Training**



* Certificate in: English Language -General- with grade Excellent from London college of Linguistics.
* Certificate in: Customer service & Guest Relation Management from international British Academy.
* Certificate in: Time Management Seminar from EAAC.
* Certificate in: Team Working in Faculty of Commerce.
* Certificate in: Creative Thinking, Problem Solving, and

Communication Skills by Business Administration association - Faculty of Commerce.

* Certificate in: International Computer Driving license.
* Certificate in: Anti Money Laundry from Alansari Exchange.
* UAE Driving License.

**Education**



Faculty of Commerce Alexandria, Egypt

Major / Accounting

**Personal Skills**



Planning, Leadership, Organizational Skills, Team Working, Problem Solving, Decision Making, Creative Thinking, accuracy and attention to details, strong numerical ability.

**Languages**



English – Fluent

Russian – Basic