

**Ahmed**

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**C/0- +971504973598**

DOB- 1st Septemeber, 1990

Inquisitive for everyday experiences, use my communication, problem solving, and business development skills to resolve organizational challenges, and hence contribute to the organization.

# EDUCATION

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| **Tally**  Learners Point Institute  Dubai |  | **Peachtree & Quick Books**  Learners Point Institute  Dubai |  | **B.COM**  Benha University  Egypt |
| 2015 |  | 2015 |  | 2009 – 2013 |
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# SKILLS

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| * Communication Skills * Ability to meet Delivery Deadlines * Ability to work under pressure | * Problem solving skills. * Willingness to learn and flexible to handle new challenges | * Positive attitude * Ability to work in teams and individually. * Leadership quality |

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| LANGUAGES |  | COMPUTER SKILLS |  | HOBBIES |  |
| English  Arabic | | Word, Excel, Powerpoint  Internet Explorer | | Art & Craft  Music & Movies  Sports  Reading | |
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# WORK EXPERIENCE

**Darb Alsalamah Safety Systems / Dubai - UAE**

General Accountant

April 2014 – March 2018

**Job roles & responsibilites**

* Check figures, postings, and documents for accuracy. Organize, secure, and maintain all files, records, cash and cash equivalents in accordance with policies and procedures.
* Record, store, access, and analyze computerized financial information.
* Classify, code, and summarize numerical and financial data to compile and keep financial records, using journals, ledgers.
* Prepare, review, reconcile, and issue bills, invoices, and account statements according to company procedures.
* Follow-up and resolve past due accounts and vendor invoices until payment in full is received or resolved.
* Prepare daily consolidated deposits of cash received by all cash handling employees.
* Document, maintain, communicate, and act upon all Cash Variances. Prepare, maintain, and administer all cashier banks and contracts.
* Develop and maintain positive working relationships with others; support team to reach common goals; listen and respond appropriately to the concerns of other employees.
* Perform other reasonable job duties as requested by Supervisors.
* Ability to create database and maintain important account particulars for future reference
* Preparing and presenting the financial data in support of the internal program reviews, customer reviews, and analysis on special requests from customers.
* Handling All Transactions of input & output VAT

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