

Ahmed Nasser

Al-Riyadh, Saudi Arabia • +966-542628207 • ahmednasser829@gmail.com

Accountant has more than 7 years of experience in recording financial transactions, whether through Excel or the ERB system. Registering tax invoices and preparing financial statements. In addition to 4 years of experience as a **production supervisor**, represented in managing, organizing, and developing the production process to serve the company.

Experience

MAR, 2021 – FEB, 2024

Production Supervisor / Habi Tex for textiles / Egypt

- Construct and organize schedules for manufacturing.
- overseeing production employees, which includes assigning tasks, keeping an eye on output and offering feedback.
- Monitor production processes and identify areas for development and improvement Creating quality control standards.
- Call production meetings to establish objectives and resolve problems pertaining to manufacturing.
- Keep an eye on inventory levels and make sure supplies and raw materials are readily accessible to fulfill manufacturing demands.
- Verify adherence to laws and regulations pertaining to the environment, health, and safety.

AUG, 2019 – FEB, 2024

Accountant / Part time / Al yoursr for industries / Egypt

- Analyzing and identification of financial operation.
- Record transactions in the daily journal.
- Posting to the general ledger.
- Create an unadjusted trail balance.
- Worksheet analysis.
- Create an adjusted trail balance.
- Create financial statements.

FEB, 2018 – MAR, 2021

Accountant / SAIGHE for foods / Egypt

- Record the daily transactions purchasing and sales.
- Follow up the inventory.
- Follow up receivable balance.

NOV, 2016 – JAN, 2018

Retail Sales Representative / Abd El Aziz El Sallab Mall / Egypt

- Greeting and direct customers.
- Provide accurate information (e.g. product features, pricing and after-sales services)
- Answer customers' questions about specific products/services.
- Conduct price and feature comparisons to facilitate purchasing.
- Ensure racks are fully stocked.
- Manage returns of merchandise
- Provide customer feedback to the Store Manager
- Stay up to date with new products/services.

FEB, 2018 – MAR, 2021

Accountant / Nour El Hoda for cosmetics / Egypt

- Record the daily transactions purchasing and sales.
- Follow up the inventory.
- Follow up receivable balance.

MAR, 2014 – MAR, 2015

Office Administrator / Qualitech for programing / Egypt

- Coordinate office activities and operations to secure efficiency and compliance to company policies.
- Supervise administrative staff and divide responsibilities to ensure performance.
- Manage phone calls and correspondence (e-mail, letters, packages etc.)
- Support budgeting and bookkeeping procedures.
- Create and update records and databases with personnel, financial and other data.
- Track stocks of office supplies and place orders when necessary
- Submit timely reports and prepare presentations/proposals as assigned.

Skills

- MS Office • Leadership • problem solving • Teamwork • Quick learning • Negotiation
- effective communication • teaching skills

Education

Bachelor of Commerce / Accounting / 2013 / Zagazig University / Egypt

Languages

- Arabic : Native / English : Good

Personal Information

- 32 years old • Egyptian • Married • Muslim