



MOHAMED HAMED

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Objective:

My objective toward your Company that is i have more than 10 years' experience in my accounting field that is Makes me Doing My Job Description with knowing The Accounting cycle very well, also i Attend Courses To developing my skills in my career Like (IFRS) Then After Finish I will make a plan to finish Also, that is make you select me At Your Respectable company.

Education:

- 2000-2004 Cairo University, Faculty of commerce, Accounting Dept, Grade: fair.

Skills:

Computer Skills:

- Very much familiar with Microsoft products.
- In depth understanding of Microsoft Office (Word, Excel, Outlook)

Language Skills:

- Very Good command of both written and spoken English.

Experience:

▪ JOB EXPERIENCE: -

- From 1/01/2022 Till Now.
Account Payable Section Head at (Arabiya Holding for Construction) In New Cairo area with working on ERP System (Oracle).
- From 1/09/2020 Till 31/12/2021.
Account Payable Section Head at (CSCEC China State Construction engineering) In New Cairo area with working on ERP System (Oracle).
- From 1/09/2018 Till 15/4/2020 worked as (1 Year & 6 Month):
Account Payable Section Head at (Remax Premier real estate) Company for Brokerage- Real Estate in Heliopolis area with working on ERP System (Quick books).
- From 15/8/2015 Till 1/09/2018 worked as (3 Years): -:
Senior accountant A/P & G.L & A/R. at (Demac for Real Estate) Company in construction field in new Cairo area on ERP System (Oracle).
- From 1/1/2012 Till 14/7/2015 (4 Years): -
(Senior General Accountant) (A/R) & (A/P) & (Pay Roll) & (Petty Cash) & (reconciliation account Bank) at (Alutechs) Company for Installation Aluminum & Glass system in Saudi Arabia (KSA) In ERP System (El Motamem).
- From [11/2004] To [12/2011] (7 Years): -
Junior accountant (Petty Cash) & G.L & AP & AR at (Flash Back) Factory for Packaging Material with ERP System (El Motakamel).

My Job Description:

- Tasks related with Account Payable Section Head: -
 - Manages and supervises the accounts payable department and staff in the organization.
 - Manages functions like maintaining the general ledger, accounts payable, accounts receivable and project accounting.
 - Ensures that systems, policies, and procedures adhere to company policies while functioning with accuracy and timeliness.
 - Ensures that the accounts payable and the company's financial obligations are met efficiently.
 - Oversees all Tax-related processes, like the (VAT Tax) & (With hold Tax) & (Contract Social Insurance Tax) & (Salary Tax) & (Temporary Labor Tax) &(Stamp Tax)&(Takaful Contribution Tax) .
 - Will be in charge of data entry, validation, and processing of various types of invoices like general overhead, subcontractor, and employee travel reimbursements.
 - Keeps track of the status of all transactions taking place within the company and external vendors and contractors.
 - Follow up the closing entry (prepaid expenses & Accrued Expenses Prepaid Revenue & Accrued Revenue & Advance payment Suppliers and Sub-Contractors) monthly.
 - Compiling, analyzing, and reporting financial information to management.

- Tasks related with Account Payable (A/P): -
 - Comparing purchase orders, prices, terms of payment and other charges.
 - Processing due invoices for payments.
 - Preparing bills, invoices and bank deposits.
 - Reconcile the accounts payable ledger to ensure that all bills and payments are accounted for and properly posted (Book-keeping) All Entry Transactions.
 - Understand expense accounts and cost centers.
 - Verify and investigate discrepancies, if any, by reconciling vendor accounts and monthly vendor statements.
 - Generate reports detailing accounts payable status.
- Tasks related with (Site Accountant): -
 - Auditing (Customs Release) For Foreigners Suppliers (Import letter documents)
 - know the progress For Issuing (Lc) Bank & (Document Collection) For Processing Payment to Foreigners Suppliers.
 - Review & Auditing the Invoices Suppliers and Subcontractors Extracts and Make Sure from Adding (14% vat or 5% vat or 10% vat) as per Scope Work according For Law (67 / 2016), Also Not Adding Vat For (The exemption fromvat) As per Law (67/ 2016).
 - Review & Auditing the Invoices Suppliers and Subcontractors Extracts and Make Sure from Deducting (WHT) (1%,3%,5%,20%) As per Scope Work according as per law (91/2005)
 - Review & Auditing the Invoices Suppliers and Subcontractors Extracts and Make Sure from Deducting (Engineering stamp) As per Scope Work according as per law (66/1974)
 - Review & Auditing the Invoices Suppliers and Subcontractors Extracts and

Make Sure from Deducting (Contract Social Insurance) & (Temporary Labor Taxes) As per Scope Work according as per law (554/2007) wages schedule.

- Review & Auditing the Subcontractors Extracts and Make Sure from Deducting (Retention) or (Advance payment) As per our Contract with Subcontractors.

Tasks related with Account Receivable (A/R): -

- maintain up-to-date billing system.
- generate and send out invoices For Clients.
- follow up on, collect and allocate payments.
- carry out billing, collection and reporting activities according to specific deadlines.
- perform account reconciliations.
- monitor customer account details for non-payments, delayed payments and other irregularities.
- maintain accounts receivable customer files and records.
- prepare bank deposits.
- investigate and resolve customer inquiries.
- Follow up the closing entry (Prepaid Revenue and Accrued Revenue and advance payment Clients & Installment Clients) monthly.

Tasks related with General Ledger (G/L): -

- Good attention to detail to enter correct data into financial records and recognize errors For All Entry transaction (Book-Keeping).
- Mathematics skills for accurate record-keeping
- Administrative skills for filing financial records
- Computer literacy, especially familiarity with spreadsheets, databases and accounting software such as Microsoft Office, Excel and QuickBooks
- Multi-tasking and organization skills to manage different financial duties, including the ability to priorities tasks in order to meet deadlines
- Interpersonal and customer service skills for dealing with customers, suppliers and other employees in the accounts department
- Communication skills, including the ability to explain complex financial matters in accessible terms.

Tasks related with (Payroll) Salaries: -

- Checking people's hours.
- Making the monthly payments on time.
- Working out Salary tax as per law (91/2005) and national insurance deductions as per new law (148/2019) instead of old law (79/1975).
- Setting up new members of staff.
- Calculating overtime.
- Managing special situations like maternity or sickness pay.

Tasks related with (Treasury Accountant) Salaries: -

- receipt of cash and checks for deposit daily enterprise accounts with banks, according to the requirements of the accounting system.
- Prepare the daily report with clarify the receipts and payments whether cash or checks
- Delivery of salaries for employees of the company Which will Paid cash.

▪ The TRAINING EXPERIENCE:

- May 2006-Aug 2006 Basic Business Skills Acquisition (BBSA) Cairo, Egypt, Sponsored by the Future Generation Foundation Training (FGF)
- Developed Language and Computer skills
- Enhanced Presentation & project development skills
- Acquired basic business skills including: marketing, sales, banking, accounting, business correspondence and report writing.
- Aug 2006- September 2006 take [ICDL] International Computer Driving Licence issued by (UNESCO Cairo Office).
- September 2007- September 2009 English course in (Berlitz) Training Courses of English.
- June 2021 Attend Courses (IFRS) International Accounting standards with (Dr/Hazem Sultan Trainer).

Interests:

Reading, watching YouTube videos for accounting career, playing football, meditation

Personal Information:

Date of Birth: - 20-8-1983

Marital Status: - Married

Military status: - Exempted