

Ahmed Ahmed mhanny

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Career Objective:

seeking for an opportunity that using my skills in the best possible way for achieving the goals with the best quality. If you hire me, it will be a great platform to showcase my skills. Whatever goals I set, I ensure to complete them within stipulated time

Experience:

- General Accountant at prego foods from January 2023 until Now

Job Responsibilities

Analysis of bank account statements and recording their transactions.

Prepare and submit tax reports (VAT - WHT - Payroll).

Review import shipment invoices.

Record CPS payments & government charges.

Prepare bank reconciliation monthly.

Post entries monthly and making settlements on the general ledger.

Control and Record cash and cash equivalents for the company according to cash handling policy and procedures.

Make payroll reports and tables.

- Trainee, at Mina shehata accounting & auditing office from (1 Aug 2020 Till 30 Mar 2021).

Job Responsibilities

Prepare Financial Statements (Financial Position Income Statement - Cashflow).

Perform and submit tax declarations (VAT- Payroll -WHT- Income).

Prepare E-Invoices on the portal.

Prepare corporation examination.

- Trainee, Banque Misr from (1 Sep to 30 Sep 2020).

Education:

- Bachelor of Commerce, (Accounting major) Al-Azhar University, graduation year (2021).

- Grade: very Good

Training & Courses :

- Job qualification course to work in the private sector from the German Agency for International Cooperation.
- Technical consulting virtual internship course (SAB).
- Global Banking & Markets Virtual Experience (HSBC).
- Digital Intelligence Virtual Case Experience course (PWC).
- Markets division sales and trading, virtual intern experience (CITI).
- Course Catch Your Dream – Quiz (Logical learning technology).
- Career Development Skills in Youth 2030 Initiative course (AUC).

- AWS Cloud Practitioner Essentials, Second, Arabic, course (AWS).
- Digital marketing basics course (Google).
- Fundamentals of social media marketing course (Variiance).
- Digital marketing course - managing paid digital campaigns (Edraak).
- Business Entrepreneurship (IBM).

SKILLS

- **Computer :**

- Good knowledge of using ERB system (Oracle)
- Good knowledge of using (back end)
- Good knowledge of using all versions of windows Microsoft
- Good knowledge of: MS office 2007package
- Good knowledge of using all software PC programs
- Good knowledge of internet

- **Personal Skills**

- Good communication skills.
- Time management skills.
- Negotiation Skills & Problem-solving skills.
- Ability to work under pressure individual and within team work.

- **Language :**

Arabic: native language.

English: good command of both written and spoken.

- **Other skills:**

- Data entry.
- Report writing.
- Research skills.

Hobbies & Activities

- ✓ **Sporting** (football _ gym _ Horse Riding).
- ✓ **Traveling** (tourism cities).
- ✓ **Reading** (Marketing books_ Development books).

PERSONAL INFORMATION

Date of birth: 4 June 1999.

Marital Status: single

Military service: completed