

Abdalla Mohammed Hendy
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Objectives

- Seeking a challenging -level position with a reputable company, in the field of accounting, operation experience where my skills and knowledge can be utilized and developed.

Academic Record

- University: Cairo University, Ben seuif.
- Faculty: Faculty of commerce.
- Department: Accounting.
- Nationality: Egyptian.
- Birth day: 1/09/1997.
- Military Status: Free.
- Date of Graduation: 2020.
- Languages:
 - Arabic: Native Language.
 - English: good.
 - French: good

EXPERINCE

- Samsung From 2022 to 2023 in the Samsung factory (Accountant)
-  From 2020to2022 in the Pharaonia co (sales)

Courses

- Icdl (Windows & word & excels &Net).

➤ Programs (SAP&&Oracle &appetite)

TASKS

- Dbr- Daily business report.
- Suppliers.
- Lease invoices.
- Spot.
- Reconciliation with customers.
- Petty cash.
- Debit & credit.
- S .O. A for customers

- Receive and validate receiving note with complete documentation.
- Prepare vouchers payable for all invoices.
- Prepare Request for Payment.
- Check and validate complete documentation for contractors billing and other non-material and supplies payables.
- Conducts regular vendor reconciliation with suppliers.
- Clearing of suppliers and contractors' advances account.
- Prepare transmittal for posted vouchers payable to treasury for check preparation.
- Maintain P.O- files and receiving reports.
- Entertain suppliers' queries and other concerns regarding their account.
- Perform other duties as requested from time to time.

- Verifies allocates and posts details of business transactions to subsidiary accounts in journals or computer files from documents such as summary of releases, collection reports, statement of accounts, summary of collections, deposits slip, official receipts of the company, bank statement and returned checks, computer print – outs and other documents of the company not mentioned.
- Reconciles and balances accounts.

Personal Skills:

- Problem - solving skills.
- Great communication skills.
- Follow -up the customer needs.