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## SUMMARY

General Accountant -skilled in managing accounts, inventory control, and treasury operations, with expertise in financial data analysis and leveraging accounting software (e.g., Excel, ERP systems, Peachtree, odoo, sahl). Seeking a professional environment to contribute my skills and drive financial growth.

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## WORK EXPERIENCE

### General Accountant - Al-Ayan Company for Spare Parts Import & Distribution Dec 22 – Jan 25

- Managed - accounts payable/receivable, improving debt analysis efficiency.
- Monitored -inventory and treasury, ensuring liquidity for financial stability.
- Conducted -market research and financial data analysis to support strategic decisions.

### General Accountant -Arafa Restaurant Group in Cairo

Oct 20 - Nov 22

- Managed daily accounts and treasury operations.
- Implemented cost-reducing inventory strategies.
- Prepared periodic financial reports and analyzed financial data.
- Tracked collections and financial receivables.

### Document controller and Administrative Representative - the International Company for Environmental Technologies

Jun 19- Dec 19

- Organized legal/governmental documents.
  - Streamlined administrative procedures for regulatory compliance.
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## EDUCATION

### Assiut University | Faculty of Commerce

2015 – 2019

Bachelor of Commerce – Accounting Specialization

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## SKILLS :

- **Technical Skills:** Accounting Software:ERP, Peachtree, odoo ,sahl, Microsoft Accounting.
  - MS Office:Excel,outlook, PowerPoint, Word.
  - Financial Data Analysis & performance optimization.
  - CRM Systems .
  - **Personal Skills:** Negotiation, problem-solving, and team leadership.
  - Adaptability and time management.
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## LANGUAGE:

**ARABIC:** AS MOTHER LANGUAGE

**ENGLISH:** ACCEPTABLE