

Summary

It gives me pleasure to present my CV to your company, and it really gives me a great honor to be one of your company's members.

Enclosed and herewith my resume. I would like to have an opportunity to join your teamwork.

My main objective is to build a career in Accounting field making good use of my background, learn more and having more experience and work in a respectable organization where I can best utilize my capabilities to help achieve the growth of this organization.

Yours sincerely,

FOUAD MOHAMED FOUAD

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Cell Phone's:

+966-554406938

Email: Fouad.menecy@gmail.com

Personal Information

Nationality: Egyptian

Gender: Male

Date of Birth: 01stSep.1985

Religion: Muslim

Place of Birth: Alexandria

Marital Status: Married

Military service: Exempted

Iqama: Transferable

Objective

I am seeking a challenging position with a leading organization, in order to fulfill my ambitions, utilizing my practical, leadership & acquired skills, and applying them in the work place in a way that enables me to improve myself, fill higher positions, and merit everyone's trust.

Education

- Bachelor's in Commerce- Accounting Section, Alex University- (May 2008).

IT Skills

Computing: I have good communication skills and self-correspondence with high proficiency in working with accuracy and speed in word processing, Excel, Access & Power point, also in the internet browsing.

WORK EXPERIENCE

- 1- Senior Accountant in Nour Communications Company (Astra Group)
From Nov. 2016 To Present.*
- 2- Finance Accountant in KFB Holding Group For More Than 6 Years From
Oct. 2010 To Nov. 2016.*
- 3- Sales Accountant in Nestlé Group for industrial products for 2 Years.*

Practical Skills

- *Preparing monthly bank reconciliation statement.*
- *Monitoring and analysis of bank LC & LG.*
- *Recording all journal entries and posting to ledger accounts on daily basis*
- *Review accounting processes and makes recommendations to achieve efficiencies and enhance control activity*
- *Controlling all types of petty cash in the area.*
- *Reviewing all the ledger accounts periodically, analyses unusual and long pending balances, take corrective steps and ensure that all ledgers are accurate.*
- *Receivables and payables management.*
- *Enter trade payable invoices and make payments as per due dates.*
- *Processing automated payment run through SAP for specified payments.*
- *Reconciliation of vendor's statement of accounts and follow up for discrepancies.*
- *Co-ordination with Commercial department for analysis and review of new and existing vendors.*
- *Maintaining Proper Filing for accounts payable, payments, and goods received.*
- *Run all reports related to vendors.*
- *Run Good Receipt/ Invoice Received (GR-IR) reports at month end to ensure all goods received were recorded.*
- *Actively participate in periodic and annual closing activities.*
- *Prepare monthly schedule for all Accounts Payable reports.*
- *Assisting for Audit requirement.*
- *AR experience and knowledge AR non/trade principals (raising debit notes - monthly recon. -BDA claims & reports).*
- *Carried out rigorous follow up to the direct customers for the payment.*
- *Resolves collection by examining customer payments plans, payments history, credit line.*
- *Summarizes receivables by maintain invoice accounts, coordinating monthly transfer to accounts receivable account, verifying the total, preparing report.*
- *Receiving payments and posting amount to the customer's account, reconcile accounts on monthly bases.*
- *Generating aging report and ensure up to date customer accounts.*

Post Graduate Studies

- 1 - Customer service, Sales, Marketing courses from Future Generation Foundation.*
- 2 - An ICDL course granted by the Information Technology Institute (ITI), SESCO certificate.*
- 3 - An English conversation course from International British Academy (IBA).*
- 4 - Attendance of an introduction about human resources development and small businesses presented by Mr. Abdel-Razaq Erfan organized by the college.*
- 5 - Computerize accounting course from Future Generation Foundation.*

Qualifications & Languages

- 1 Excellent command over Arabic (Mother tongue) & English
Professional working proficiency*
- 2 Highly motivated, dynamic, team oriented, self-starter with creative skills.*
- 3 Highly flexible & able to work under pressure to meet deadlines.*

References

*Finally I'd like to inform you that:
I'll be ready for the interview at any time.
I'll be available to start working upon Request.*

Hoping that my Qualifications meet your requirements & choices

Yours Faithfully

Fouad