Wael Mahmoud Dahy Atia

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SUMMARY

My name is Wael Mahmoud Dahy is a dedicated and detail-oriented accounting professional with a Bachelor of Commerce in Accounting from the Faculty of Commerce, class of 2017. With a solid academic foundation and hands-on experience across various sectors, Wael brings proven expertise in financial accounting, customer account management, and procurement operations. He has held several key accounting roles in reputable organizations, including the Professional Marine Company, Al-Aseel Hospital, and Submarin Sea Scope Co., showcasing versatility in financial reporting, treasury operations, and insurance contracting.
I supplemented my education with specialized training, including a Professional Financial Accountant course, advanced Excel for accounting, tax preparation, and human development. Additionally, he possesses strong ICT and computer skills acquired through certified programs such as the Intel Learning Program and Microsoft Office 2016 course. Fluent in Arabic and proficient in English, Wael combines strong analytical capabilities with excellent interpersonal skills such as teamwork, communication, and problem-solving.

EDUCATION

Bachelor of Accounting | Aswan University | Minor in Accounting and Statistics | Egypt | 2017 | GOOD

EXPERIENCE

General Accountant and Patients | aseel medical care hospital | Hurghada | April 2022 - Present

- 1- Maintained up-to-date patient financial records by utilizing hospital accounting and record management software, tracking invoices, payments, and outstanding amounts in alignment with standard procedures.
- 2 - Verified medical billing accuracy by cross-referencing invoices with supporting service documentation using hospital management systems.
- 3- Monitored outstanding patient and insurance company balances by utilizing medical billing and financial software to support timely collection of payments.
- 4 - Coordinated with medical and billing departments to compile accurate patient account data, optimizing the reporting workflow through integrated financial platforms.
- 5- Coordinate with medical and administrative departments to ensure the completeness of financial data and records and Collaborated with cross-functional teams to analyze inconsistent accounting data, utilizing spreadsheet and database functions to support timely corrections.
- 7-Keeping financial records organized and secure to ensure easy access when needed and Facilitated internal review processes by organizing digital and physical records pertaining to patient transactions, supporting compliance objectives with electronic record management systems.

General accountant | Mazago shoes factory | cairo | January 2022 - April 2022

- 1-Applied accounting principles and utilized general ledger software to accurately capture routine income and expense entries for financial analysis.
- 2-Compiled monthly and annual financial reports using accounting software, ensuring all input data adhered to standardized procedures.
- 3- Maintained alignment with accounting standards and financial regulations by applying approved accounting policies within automated reporting systems.
- 4- Examined incoming invoices by verifying alignment with contracts and supporting documents using integrated financial systems, supporting integrity in transaction processing.
- 5-Monitor customer and supplier accounts and ensure the accuracy of transactions and performing bank reconciliations and ensuring balance between bank and accounting records and preparing the necessary financial statements for managers and senior management.
- 6- Assist in preparing the general budget and controlling expenditures.

Purchasing and stores accountant | sea scope submarine | Hurghada | January 2021 - December 2021

- 1- Monitored the flow of purchase-related documentation by utilizing accounting software to ensure each transaction progressed through required approval stages and recordkeeping processes.
- 2- Verified and processed supplier invoices in the accounting system, matching purchase orders with receipts and applying appropriate accrual techniques.
- 3- Prepare a supplier register that includes all supplier data.
- 4- Follow up on suppliers' debts by aging suppliers' receivables and following up on payment dates.
- 5- Utilized inventory and purchasing management systems to compare received goods with outstanding supply requirements, supporting clear reconciliation and prompt updates.
- 6- Ensured all transactional records reflected current commercial considerations by using inventory and accounting software to manage price adjustments in procurement and stock entry documentation.

customer accountant | pro marin yamaha | Hurghada | June 2020 - April 2021

- 1-Reconciled customer accounts to verify payment status and promptly resolved discrepancies with internal and external stakeholders.
- 2-Managed installment payment plans by reconciling customer accounts using ERP and accounting platforms to maintain accuracy in the accounts receivable ledger.
- 3-Generated and maintained invoices using accounting software, enabling accurate billing cycles and streamlined revenue documentation.

Stores Accountant | Professional Marine Boat Lifts | Hurghada | February 2019 - May 2020

- 1-Tracked and documented the movement of goods in and out of warehouses by utilizing warehouse management systems, including FIFO, LIFO, and barcode inventory technologies.
- 2- Recorded inventory movements using inventory management software to maintain up-to-date stock levels and support procurement planning.
- 3- Utilized stock tracking systems to generate reports on shelf life, supporting inventory optimization and reducing potential wastage.
- 4- Organized inventory by setting up a structured storage framework based on item priority and withdrawal frequency, utilizing inventory management software to improve retrieval efficiency.
- 5- Instituted a comprehensive procurement documentation workflow, encompassing price display, comparative analysis for quality and cost effectiveness, purchase requisition issuance, supply order processing, and seamless system integration of goods upon warehouse receipt.

Training in an accounting office | Ezz El-Din Accounting Consultancy | cairo | January 2018 - June 2018

EL.DA.CO is a consulting company that provides accounting, budget consultancy, and tax litigation services.

- Entered daily journal entries into accounting software, following established protocols to ensure accurate financial records.
- Ensured accurate posting of financial transactions using accounting software by transferring entries from subsidiary books to the general ledger.
- Prepared and reviewed Value Added Tax returns by compiling documentation and staying updated on relevant tax legislation, contributing to tax compliance processes.

SKILLS

ICTP
Microsoft Office
Intel learning program technology
Advanced formula accounting Excel