



A D E L
EMAM MOHAMED
Accounting Manager

DATE :
September 15, 2018

SOCIAL PROFILE

f **Facebook**
Facebook.com/Acc.adelemam

in **Linkedin**
Linkedin.com/in/adel_emam

S **Skype**
Skype.com/adelemam204

Twitter
Twitter.com/adel.emam

Dear Sir/ Madam,

I am sending this E-mail to apply position in Accounting Manager. I believe that my qualifications match your needs. As a matter of fact, I have got the needed requirements for your Career through College education and training courses.

I am a graduate of the **Faculty of Commerce, Department of Business Administration** from **Al-Azhar University in Cairo**.

I have enhanced my skills by taking training courses in personal, Technical, computer and language skills. About my language skills, I have good command with English.

I am **Proficient user of MS Office 2016** and surfing skills on the Internet. I have enclosed my resume to clarify my skills. I would like to stress my desire to work for your Company. I would appreciate the chance for personal interview in order to discuss my personal profile in a better way.

Overall, I believe that I have the required experience and skill to undertake the Accounting manager position at company and become a valuable member of your team.

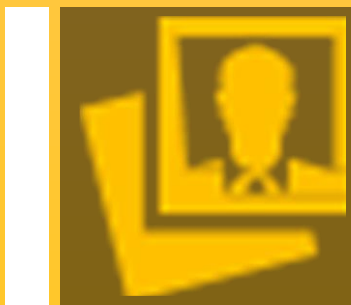
I am looking forward to hearing from you soon and discussion my application further with you.

Please contact me on mobile: **011-48 666 322**

Thanks for your consideration.

Yours sincerely,

ADEL EMAM



ADEL EMAM MOHAMED

ACCOUNTING MANAGER

CONTACTS



011-48 666 322



011-48 666 322



adelemam204@gmail.com



Al-Maryoutia Road, Nahia,
Kerdasa, Giza, Egypt.



EDUCATION

AL-AZHAR University, Cairo .
B.S Faculty of Commerce,
Business Administration
Major.



PROFILE

A professional Accountant with more than 7 years' experience in finance and prepared financial reporting, controlling Strong experience in Warehouse organization and process in Company and Retail with a particular experience through Accounting implementations. Results oriented with good capacity to work and manage in multicultural environment, able to manage multiple tasks, work under pressure and work to tight deadlines. Self-Motivated, Hard and Smart Working Personal, Able to Comprehend and Data Analyses.



OBJECTIVE

Seeking A Position as An Accountant Where Extensive Experience Will Be Further Developed and Utilized. Extensive Experience to The Credit, I Can Work Independently Using My Own Initiative or As Part of Team, I'm Seeking A Challenging Position in A Reputable Company Where My Academic Background and Interpersonal Skills Are Well Developed and Utilized.



PROFESSIONAL EXPERIENCE

FARABI PHARM group for Trading Drugs.

Accounting Manager

from Oct 2017: present.

Job Tasks:

- Assist the Finance Manager in the development, documentation, implementation, and monitoring financial transaction to ensure that transactions are recorded on an accurate and timely basis.
- Handel full spectrum of financial and cost accounting role **AR, AP, GI**.
- Preparing of monthly, quarter and annual financial reports maintaining accurate and up to date records of all financials transactions.
- Recording, classifying, and summarizing financial transaction and events in accordance with accepted local accounting and principles and financial reporting standards.
- Bringing to the attention of the management and abnormality in the disbursement of the company funds.



ANOTHER CAREER EXPERIENCE

AL NASER Company for Constructions, real estate investment and cement.

Senior Contract Accountant

from Dec 2014: August 2017.

Achievements & job tasks:

- Established and maintained an effective system for analyzing and reporting on operating and Capital expenditure.
- I Deal with a turnover of over **EGP 10 million** per year.
- I recovered **EGP 2 million** in outstanding depts from clients.

LANGUAGE

ARABIC 

ENGLISH 



SPECIAL SKILLS

I'm program designer and implementation accounting on Excel program.



PERSONAL DATA

Date of Birth:

December 20, 1983.

Military Status:

Exempted.

Nationality:
Egyptian.

I Have Driver's License.



REFERENCES

Mr. Ahmed Abd El-Rahman
Financial Manager
Phone: 0100 240 1884
Dr. Hossam Hassan Ali
Marketing Manager
Phone: 011 42 111 024

- I managed Work Successfully with lead 3 junior accountants in administration, Prepared Payroll and wages function for employees.
- Prepared monthly confidential sales reports for presentation to management & Accounts Payable accounts for construction expenses.
- Managed financial departments with responsibility for budgets, forecasting, accounts payable and receivables.
- Billing and billing documents relating to corporate accounts.
- Preparation and analysis of accounting records and financial statements report.
- Dealing with financial inquiries related to customer contracts and invoices.

KIDS STORIES for Children Clothes Factory.

Financial Accountant "Part Time" from Sep 2015: Jan 2017.

WADI FATMA Company for Import Clothes.

Assistant Accountant from Jul 2012: Sep 2014.



SKILLS

- Proficiency in MS Office Applications Advanced Word, Excel, PowerPoint and Access.
- Ability to participate in future work plans.
- Good written and spoken English, fluency in written and spoken Arabic.
- Strong communication and interpersonal skills.
- Willing to learn and to develop.
- Self-disciplined with good time-management skills.
- Ability to communicate with various levels of management.
- Strong ability to create accounting reports accurately.



SELF STUDEY & COURSES

- I Studying **CMA part one** free on-line courses now.
- **Financial Accounting**, Resala training center.
- **Construction and Real Estate Investment**, EL-Rowad Academy.
- Course **Intermediate Accounting from Kieso Book**, Glory Academy.
- **Financial Statements**, Glory Academy.
- **Managing Change & Basic Interpersonal Skills**, by Zedny Team.



REFERENCES

- I Receive the New work **within 15 days** at most of the time of my request for a job to end the evacuation of the party of the current work procedures.
- References Available upon request.