**Work experience**

5 AUG 2013 - 2 JUL

**Ahmed Samy Safa**

**Day of birth:**

**Residence: Phone:**

**E-mail:**

**Marital status:**

15/1/1993

6 Hedaya st, Tanta, El Gharbia 01225158185

acc.ahmedsafa@yahoo.com

Single

2014

Abu dawood pharmaceutical storage

**Junior Accountant**

**Responsibilities**

Post and process journal entries to ensure all business transactions are recorded. Provide financial status information by preparing special reports.

Assist with the monthly close procedures.

assist with implementing and maintaining internal financial controls and procedures.

8 SEP 2014 – 30 MAY 2016

Bin Dajam Trading, Dammam KSA

**Senior Accountant**

**Responsibilities**

Bank reconciliations and transactions. Monthly suppliers payment.

Analyse financial information and summarise financial status. Prepare annual company accounts and reports

Manage payroll function for 120 employees.

**Other professional experiences, references**

Possess strong analytical and problem solving skills, with the ability to make well thought out decisions.

Resourceful in the completion of projects, effective at multi-tasking. Highly trustworthy, discreet and ethical.

Excellent written and verbal communication skills. Ability to work under Pressure.

Team Player.

**Education**

2010 - 2013 Tanta university, faculty of commerce, Accounting Department, Accumulative Degree: Good

**Certificates and Courses**

ICDL (V.5)

Microsoft Office Diploma Excel Accounting Peachtree

Contracting Accounting English Conversation

Human Resources Management (H.R.M.).

**Other skills and abilities**

**Language proficiency:**

English French

Arabic

expert, interpreting intermediate

native speaker