

SAYED MOHAMED ZAZOAA

ACCOUNTANT



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ABOUT ME

Accurate and thorough fresh graduate with an internship experience looking to secure an entry level accounting position in a company. To maximize outstanding accounting skills for contributing to their organization bottom line.

SKILLS

Accounting skills: (prepare financial statements _ Record all accounting transactions)

language: English (very good : spoken, written, read)

computer: Microsoft office (word, excel, and powerpoint)

Personal skills: (hard worker _ cooperative _ Good problem solving _ good personation skills)

EDUCATION

Courses

Bachelor of Accounting

Sales professional course /Online (e3melbusiness)

Tanta University

Finance course /Online (e3melbusiness)

2021

Become a customer service specialist /Online (LinkedIn)

Financial Technology & Marketing and Advertising (EG-Finance)

WORK EXPERIENCES

work in IT island for technology solutions as in accountant

2020- 2021

Work responsibility

1- Opening, editing or deletion of accounts in Chart of Accounts.

2- Prepare receivable and payables reports on weekly basis.

3- Compile financial reports and statements for utilization of finance manager including monthly financial statement.

4- basis, to ensure timely preparation of reconciliations and reviewing bank reconciliation report, follow up on unresolved items and ensure the correctness of the bank received vouchers (BRV) prepared.

5- handing and recording internal financial transactions for the company's and affiliates.

(part time job Pharmacist Assistant)

2018 _ 2022
