

# Richard Ezzat Awad

## Accountant

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🏠 Single    in Richard Ezzat Awad



## Profile

*My goal is to become associated with a company where | can utilize my skills and gain further experience while enhancing the company's productivity and reputation.*

- Work efficiently either in a team or individually.
- Work creatively and make sure you add everything new.
- Always operate under pressure.
- Communication skills with others
- Accept criticism and discuss all opinions
- Ambitious and organized person
- Committed to doing my job
- Handle your computer professionally without feeling bored

## Professional Summary

- 8+ years of experience as an Accountant with 1 year of call center operations experience.
- Expertise in financial management, analysis, budgeting, forecasting, and financial reporting.
- Strong knowledge of accounting principles, regulations, and compliance standards.
- Excellent customer service skills acquired from call center experience.
- Effective communication skills to convey complex financial information to diverse stakeholders.
- Proficient in utilizing accounting software and tools for process streamlining and accuracy.
- Proactive problem-solver with a focus on optimizing financial performance and delivering exceptional customer service.

## Education

### MBA - Business Administration ) with Specializations

Human Resources, Project Management, Finance, Marketing, and Sales

2022  
Online

### Aston University

BALogistics and Supply Chain Management

2019 – present

### October 6 University

Faculty of Economics & Management

2018  
Egypt

## Professional Experience

### Matrix Sports Club

Treasury Accountant

2023 – present  
Egypt

*Responsible for Monitoring the public treasury and closing financial diaries on revenues*

- Responsible for managing bank account operations with various types of currencies for executive bodies and institutions, as well as managing checks.
- Responsible for the analysis, follow-up, and recording of all revenue and other movements.
- Assist in monitoring the bank accounts of the executive bodies and making bank reconciliations.
- Use of ERP in financial registration processes
- The head cashier is Create and maintains a positive work environment for all cashiers

### Down Town Company

General Accountant

2020 – 2023  
Egypt

#### Project Management

- Preparing financial statements and reports, including income statements, balance sheets, and cash flow statements
- Conducting financial analyses and providing recommendations to management for improving financial performance
- Managing accounts payable and receivable, including invoicing, billing, and collections
- Preparing and filing tax returns and ensuring compliance with tax laws and regulations

- Maintaining accurate records of all financial transactions and ensuring they are properly recorded in the accounting system

## **Borak For Agricultural Tractor Factory**

2016 – 2018

### *General Accountant*

Egypt

- Record financial transactions in the general ledger and maintain supporting documentation.
- Prepare and analyze financial statements, including balance sheets, income statements, and cash flow statements.
- Perform monthly closing procedures, including reconciling accounts and preparing journal entries.
- Conduct variance analysis and provide financial reports to management.
- Monitor accounts receivable and accounts payable, ensuring timely payment and collection.
- Assist in budgeting and forecasting processes, providing accurate financial data and insights.
- Collaborate with internal stakeholders to ensure proper financial controls and compliance with regulatory requirements.

## **Orange Egypt**

2015 – 2016

### *Call Center Representative*

Egypt

- Answer incoming customer calls professionally and courteously.
- Listen actively to customer concerns, inquiries, and complaints.
- Provide accurate and timely information about products, services, and promotions.
- Assist customers with troubleshooting technical issues and provide appropriate solutions.
- Resolve customer complaints, aiming for first-call resolution and customer satisfaction.
- Follow company scripts and guidelines to ensure consistent and quality customer interactions.
- Enter customer information and interactions accurately into the system

## **TWAM Agriculture Company**

2014 – 2015

### *Internship General Accountant*

UAE

- Assist in recording financial transactions in the general ledger and maintaining supporting documentation.
- Support the preparation of financial statements, including balance sheets, income statements, and cash flow statements.
- Participate in month-end closing procedures, including reconciling accounts and preparing journal entries.
- Help analyze financial data and assist in the preparation of financial reports.
- Aid in monitoring accounts receivable and accounts payable, ensuring timely payment and collection.
- Support budgeting and forecasting processes by providing accurate financial information and data.
- Assist in maintaining accurate and up-to-date financial records and files.

## **Certificates**

### **The Experts Office for Accounting & Economy**

*Experience Certificate 2018*

### **Human Resource Management Diploma 2019**

*American Academy*

### **Qualification for Labor Market Diploma 2018 - October 6 University**

*Faculty of Economics & Management*

## **Languages**

### **Arabic**

*Mother Language*

### **English**

*Very Good (Reading, Writing, Listening, and Speaking)*

## **Skills**

### **Personal Skills**

- Strong writing and communication skills
- Attention to detail and accuracy
- Ability to juggle multiple tasks and meet deadlines
- Objectivity and impartiality

### **Computer Skills**

- Operating point-of-sale (POS) software and hardware
- Basic knowledge of Microsoft Word and Excel
- Data entry skills and basic typing proficiency
- Ability to troubleshoot minor technical issues.