

# Ahmed Mohamed Okasha Hegazy

## Accountant

- **Nationality:** Egyptian
- **Phone:** 0508938918
- **Address:** Neom - Saudi Arabia
- **E-mail:** [aokasha604@gmail.com](mailto:aokasha604@gmail.com)
- **Transferable accommodation**

## Career Summary:

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Recent accounting graduate with professional experience. Seeking a challenging position in the banking industry where I can utilize my strong customer service and accounting skills, as well as my experience as an accountant and my internships at Banque Misr, HSBC, and the Agricultural Bank of Egypt.

## Education:

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Pre-Master in Accounting, Mansoura University.

2023

Bachelor's degree in Commerce, Mansoura University.

Sept 2018 till May 2022

**Major:** Accounting Department.

**Grade:** Very good with honors (89%).

## Experience:

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### **Al-Shalawi International Trading and Contracting Company.**

#### Accountant

June 2024 till Now

- Manage and record all financial transactions in the ERP system.
- Administration of Cash and Bank Transactions on ERP System
- Matching Inventory Delivery Notes with Invoices and Verifying their Existence on the ERP System.
- Recording, Managing and Organizing Vendor Payment Transactions.
- Submit purchase requests to the purchasing department.

### **3M Furniture.**

April 2022 till Feb 2024

#### Accountant

- Prepare the complete Accounting cycle.
- Follow up accounts receivables and accounts payables.
- Facilitate due accounts as necessary.
- Recorded financial transaction on the accounting system" Al-Mongez".
- Review and correct errors and inconsistencies in financial transactions, documents, and reports.
- Monitor treasury movements and issuing of invoices.

## Accounting Skills:

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- Recording Journal Entries.
- Posting to General Ledger.
- Trial Balance and Adjusted Trial Balance.
- Accounting Excel.
- Financial Statements Preparation.
- Closing and Adjusting Entries.
- Accounts Receivable and Payable.
- Inventory Management.

## Internships:

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- ❖ Interned at **Banque Misr**, online summer training. 2020 – 2021 – 2022
  - 📄 Learned about banking products and financial services.
  - 📄 Gained knowledge about Entrepreneurship and the basics of banking.
- ❖ Interned at The **Agricultural Bank of Egypt**, Offline Summer Training. Nov 2021
  - 📄 Received checks cash for deposit and verified amounts.
  - 📄 Provided excellent customer service.
- ❖ Global Banking and Markets virtual program from HSBC. Online Training. Aug 2021
  - 📄 Analyzed a debt financing opportunity.
  - 📄 Found the right product for a client.

## Courses:

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- ❖ **Professional Financial Accountant (PFA).**
- ❖ **MOS | Microsoft Office Specialist**, Managerial Training Center and Consultations.
- ❖ **Banking Principles**, KICK OFF Academy.
- ❖ **The Basics of Capital Market**, The Egyptian Exchange.

## Summary of Skills:

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- ❖ **Language:**
  - 📄 **Arabic:** Native.
  - 📄 **English: Very good** [ Reading- Speaking- Writing-Listening].
- ❖ **Computer:**
  - **Excellent** user of **MS Office Programs** [ Word – Excel- PowerPoint], Internet and E-mail.
- ❖ **Personal Skills:**
  - 📄 Communication and Interpersonal skills.
  - 📄 Multitasking and time-management skills, with the ability to prioritize tasks.
  - 📄 Strong attention to detail.