

Ahmed Talat Ahmed

Accountant

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PROFESSIONAL SUMMARY

Accountant experienced in recording and reviewing daily journal entries, preparing periodic financial reports, monitoring inventory and stock movements, and reconciling customer and supplier balances. Responsible for tracking expenses and revenues, preparing account statements, and settling advances and petty cash. Skilled in using EgySoft and Excel for managing accounting operations, preparing financial spreadsheets, and performing accurate data analysis.

WORK EXPERIENCE

Branch Accountant

Bread and Manakish Restaurant , Cairo ,Egypt

January 2025 – Present

- Preparing and recording accounting entries for daily financial transactions of expenses and revenues On the EgySoft program ERP System
- Follow up on customer and supplier accounts and Follow up on invoices and collect dues Follow up on inventory accounts and record incoming and outgoing items.
- Preparing end-of-day reports for various accounts, preparing monthly reports, and reconciling the treasury account. And coordination with the financial department

Site Accountant

Agrival Farm for Animal Production , Menoufia , Egypt

2024

– 2025

- Monitor and record daily financial transactions Preparing payroll for employees and recording advances and deposits
- Stock account tracking and reporting differences to the financial management.
- Follow up on expenses, revenues, sales and purchases

EDUCATION

Bachelor of Commerce

Sohag University, Egypt

Graduated: 2024

SKILLS

- Working with a team, taking responsibility, Time management skills
- Proficiency in Excel, experience in the program EgySoft , knowing a program called qoyod

CERTIFICATIONS

- Certificate of training and work in an accounting office
- English language course certificate