

# AHMED ESSAM

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## Professional Summary

Experienced accountant with over 7 years in financial accounting, including 3 years in commercial companies and 4 years in maintenance and operations firms. Skilled in preparing financial reports, reconciling accounts, managing payables and receivables with accuracy and efficiency. Proficient in accounting software and Microsoft Office applications. Committed to adhering to accounting standards and local financial regulations.

## Core Competencies

- Financial Reporting
- Account Reconciliation
- Accounts Payable & Receivable
- General Ledger Management
- Budget Monitoring
- Tax Preparation Support
- Accounting Software
- Microsoft Office (Excel, Word, PowerPoint)

## Professional Experience

### Accountant

Sahara Maintenance Services Company – Riyadh, Saudi Arabia  
2021 – Present

- Prepare monthly and annual financial reports with accuracy.
- Reconcile bank statements and verify transaction accuracy.
- Manage accounts payable and receivable cycles.
- Record daily journal entries and prepare trial balances.
- Monitor operational expenses and assist budgeting processes.
- Coordinate with internal and external auditors to ensure compliance.

### Junior Accountant

COMESA Trading Company – Cairo, Egypt  
2018 –2020

- Recorded daily transactions, invoices, and expenses.
- Prepared periodic financial reports to support management decisions.
- Assisted in bank reconciliations and account reviews.
- Monitored collections and accounts receivable.
- Supported tax filings and compliance reporting.

## **Education**

Bachelor of Commerce  
Zagazig University – Egypt

## **Certifications & Courses**

- Computer Skills Course
- Accounting Software Course
- Microsoft Office Suite Course (Excel, Word, PowerPoint)

## **Technical Skills**

- Microsoft Excel • Word • PowerPoint

## **Languages**

Arabic – Native  
English – Good