

# Haitham Sadeq Mohamed Ahmed

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**Civil ID:** 287102505158

**Residence:** Visa Can transferable (legal material 18)

**Date of birth:** 25/10/1987

**Age:** 35 years old

**Nationality:** Egyptian

**Marital status:** married

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## Objective

Seeking a challenging position in the field of Accounting and management in a reputable organization that offers prospects of career growth and learning with the aim to contribute positively towards organization's success and enhance my professional skills, trying to be a qualified Accountant seeking to develop our community.

## Profile

Self – motivated, hard and smart working personnel, able to work well under pressure & Manage multiple priorities, able to comprehend, analyses & present data.

## Education

- Bachelor's Degree of Accounting, Sohag University.
- Overall Grade: Good.
- Graduation year: 2010.

## Career History

- An accountant responsible for the associations, tenders and exhibitions department in a foodstuff company in terms of cost pricing and selling pricing for all associations and exhibitions and following up the preparation of their income statements
- An accountant in the purchases department, following up on purchase invoices from suppliers and preparing account statements for suppliers
- Accountant in the costs department in terms of preparing the costs of imported and local goods
- Responsible for the warehouse department in a food company.
- Administrative and accounting officer in a comprehensive food and retail exhibition.
- supervisor treasury Accountant in FMCG Gallery
- Accountant & admin in FMCG
- Warehouse Accountant in vegetables & fruits
- Warehouse manager
- Cost Accountant
- AP Accountant
- Cashier

## Job Description

Display blocked invoices & communicate customer service to fix it.

Post incoming payment (customer payment batch) weekly shipping deposit & Customers Checks. Display customer open items.

Display customer aging. Display customer master data.

Goods return cycle. Save sales invoices PDF. Collection cycle. Display vendor open items.

Display vendor aging. Process vendor outgoing payment & post it.

GRIR – Goods received & invoice received. Make A/P reconciliation.

Post all GL-to-GL entries via work flow (Accrual & prepaid & Notes payable & others).

Display & Analysis trail balance & P/L & B/S. Assist in financial statements.

Cash desk daily & banks operation.

Assist in Cash management & monthly regular payments.

Monitor Customer checks under collection.

Assist in monthly payroll. Review & post employee advances. Proper filling for GL entries.

Issuing customer deferred invoices and making sure that all necessary data are recorded in the bill.

Follow-up of the collections due from customers based on the clients' debt reconstruction report and the expected collections report, which is prepared monthly.

Printing customer account statements periodically every month, and matching it with the customer.

Follow-up documentary cycle of purchases and payments in detail.

Preparing accounting entries for benefits and payments to suppliers.

Matching suppliers' accounts at the end of each financial period. Preparing a financial analysis of suppliers' accounts at the end of each financial period.

Follow up the movement of the treasury on a daily basis and record its restrictions. Disbursing any sums after being approved by the financial manager.

Follow-up bank balances and their movement.

Lifting the daily restrictions for the Director of Financial Affairs and approving them from him.

## Courses & training

- Triple power (**Marketing-customer Services-Communication**) 2-month course [2009].
- **ICDL** Certificate 3-month course [2010].
- **Computerize** Accounting course [2010].
- **English Communication** program 4-month course [2012].
- Principles of (**Banking-Accounting-HR**) certificate at **Central Bank of Egypt** [2012].

## Related Education courses

- Financial Accounting
- Commercial
- Hotels
- Online Accounting
- Financial Analysis
- Advanced Accounting
- Export-import
- Contracting
- Taxes

## **Software skills**

- BMS programs for Managing Accounts
- Computer Skills
- Microsoft office
- Advanced excel
- Online Accounting
- Financial Analysis
- Advanced Accounting
- Computer literate (word, power point, excel)

## **Personal skills**

- Hard-working
- Self-learning
- Presentation skills
- Teamwork

## **Language**

- Arabic (mother tongue)
- English (Very good)

## **References**

- Ready upon your request