



Ahmed Sha'ban El.Sayed Ebrahim

My Resume For Accountant

E-mail:
Acc.Ahmed.Shaban@Gmail.Com

Age: 22
16 Gaber Kishk .St
Menof, El.Menofia, Egypt

Home Phone: 0483663406
Cell Phone: 01093367753, 01226213678

Job Objective

- Seeking a junior professional position that enables me to make the best of my financial , computer , communication and language skills.

Education

- Faculty of Commerce - University of Menofia , **Bachelor, Accounting**, Sep 2006 - May 2010
Graduated With Final Grade : (Fair 60%)

Skills

- **Accounting** - Very good knowledge in financial accounting and tax and corporate accounting, and the costs and what is required of accounting work of the capture of the accounting ledgers, financial statements, and the work of feasibility studies, and to do the auditing.
- **Electronic Accounting** - Very good knowledge of electronic accounting using each of Excel, Quickbooks, Peachtree, Alpha, Smacc, Tally, Microsoft Money, Simply Accounting, Smart Accountant and Golden Asseal.
- **Stock Markets** - Very good knowledge of the stock exchange and the markets movements and the directions of prices and rates and the content of currency trading and expect the prices of currencies, and margin trading system, trading in a manner adequate, and trading via the Internet, and technical analysis by using the style of the moving average and analysis using ratios Fibonacci, outlining the movement of stock using the Candles Japanese Stocks.
- **Certified Management Accounting** - Very good knowledge in Financial planning & Financial decision making.
- **Certified Public Accounting** - Very good knowledge in Auditing & Attestation, Financial Accounting & Reporting, Regulation and Business Environment & Concepts.
- **Oracle** - Very good knowledge in Oracle Developing, Oracle Database Administration, and Oracle Financial .
- **SAP** - Very good knowledge in SAP Technical and SAP Functional.
- **Marketing** - Very good knowledge in Classical Marketing and Electronic Marketing.
- **International Computer Driving Licesence** - Very good knowledge of It's seven modules which contains The IT, Windows, Word, Excel, Access, Power Point and Internet.
- **Human Resource** - Very good knowledge of Communication Skills of Human Resource Which makes me deliver standpoint successfully to receiver and I know Which way is more suitable to deliver my message

Certifications

- **SAP Financial**, Oct 2011
Intensive Course In SAP Financial (SAP - System, Application & Products) From IGT Training Company
- **Electronic Accounting**, Oct 2011
Intensive Course In Electronic Accounting Using Smacc and Tally and Alpha and Smart Accountant and Golden Asseal from IGT Training
- **Oracle E-Business Suite**, Oct 2011
Intensive Course In Oracle E-Business Suite (Oracle Financial) From IGT Training Company
- **Electronic Accounting**, Oct 2011
Intensive Course In Electronic Accounting Using Microsoft Money and Simply Accounting from IGT Training Company

- **Burse**, Apr 2011
Intensive Course In Stock Markets from the Faculty of Commerce - University of Menofia
- **CPA**, Sep 2010
Preparing Course For Certified Public Accountant Exam From IGT Training Company
- **Electronic Accounting**, Mar 2010
Intensive Course In Electronic Accounting Using Excel and Peachtree and Quickbooks from the Faculty of Commerce - University of Menofia
- **English**, Feb 2010
Intensive Course In English From IGT Training Company
- **ICDL**, May 2011
Intensive Course In International Licence Computer Driving From UNESCO
- **CMA**, Apr 2011
Preparing Course For Certified Management Accountant Exam From IGT Training Company
- **Communication Skills**, Sep 2010
Intensive Course In Human Resource :- Communication Skills from The Cairo University .

Languages Knowledge

- **Arabic** Mother Tongue
- **English** Very Good

Professional Experience

- **Accountant**
EL.Awael For Electrical items, Egypt, Menof, Menofia, Oct 2010 - Apr 2011
- **Purchasing Manager**
Bio Egypt Farms, Egypt, Sadat City, Menofia, Sep 2011 - Jan 2012
- **Accountant**
EL-Jazza Est., Saudi Arabia, Hail, Hail, Feb 2012 - Present

Syndicate of Commercial Professions

- **Membership Card (Out of Work Member)**, Sep 2011

Military Service

- **Postponed (3 years)**
, Oct 2010 - Oct 2013

Driving Liesence

- **Special Driving Liesence (10 years)**
, Jan 2012 - Jan 2022

OTHER

- " Working as an effective team member with the teamwork spirit.
- " Handling customers' requests and complaints with tact and sensitivity.
- " Using verbal and nonverbal communication to transmit my messages.
- " Ability to negotiate in a result oriented manner.

" Supplied Upon Request "

CAROLE CHUN

122 Kismis • Singapore 598063

+65-55512121

support@resumeedge.com

ACCOUNTANT

Audits ~ Internal Controls ~ Reports

Meticulous, bilingual Professional with extensive experience at major accounting firms. Audit portfolio includes private and publicly held companies in diverse industries, including banking and manufacturing. Technically proficient in MS Excel / Word and the SCALA Business Solution. Excellent communicator who is fluent in English and Mandarin, conversant in Cantonese and Hokkien, and possesses working knowledge of Malay language. Strong team-working and multi-tasking skills, successfully completes projects within time & budget constraints. Attended the AIESEC Management Training Program. Willing to relocate.

PROFESSIONAL EXPERIENCE

LEVERPOL & SOLOMON, Singapore

2000 – 2001

Accountant

- Supported outsourced financial services of Infineum, Singapore, a joint-venture between ExxonMobil Chemical Company, Shell Petroleum Company Ltd., and Shell Oil. Infineum is one of the market leaders in the development, manufacture, and sale of additives for petroleum fuels & lubricants.
- Directed activities of four staff members in the general ledger department.
- Facilitated communication with the internal and external auditors.
- Refined operational controls in the management reporting process.
- Examined journal vouchers, general ledger reconciliations, and numerous analyses including P&L variance, inter-company accounts, and aging.
- Generated monthly close of financial statements; prepared management reports concerning purchases, sales, and inventory.
- Prepared submission of Exxon US Tax Conform Reporting package and various statutory reports & surveys.
- Assumed responsibility for resolving outstanding balance sheet items from 1999, including payroll-related accounts, suspense & accruals, and purchase reports on long outstanding orders; established more effective internal controls.

Accomplishments

- Awarded significant pay increases within an 18-month period for superior service.
- Designed and developed a general ledger procedure manual.
- Enhanced productivity by automating the month-end reporting process.

ACCELLOR & DAMIEN, Singapore

1997 – 1999

Auditor

- Audited a diverse portfolio, including private and publicly listed concerns involved in trading, investment holding, retail, manufacturing, and banking.
- Coordinated audit team activities to meet objectives within time constraints; mentored junior staff.
- Generated statutory accounts, management letters, and audit issues memoranda.

Accomplishments

- Established strategies to carry out comprehensive audit plans.
- Made recommendations for effective internal controls after careful examination of current system.

EDUCATION

UNIVERSITY OF LONDON, United Kingdom

Bachelor of Arts in Accounting and Financial Management, with Honors, 1997

TEACHER'S COLLEGE, Malaysia

South Australian Certificate of Education, 1994

INDEPENDENT HIGH SCHOOL, Malaysia

Unified Examination Certificate (Equivalent to GCE 'A' Level), 1993

Sijil Pelajaran Malaysia (Equivalent to GCE 'O' Level), 1992

MARJORIE CAJEPE VALDEZ

23rd street Airport Road, Abu Dhabi U.A.E

Contact No. +971 55-227-3854

E-mail: marj_valdez18@yahoo.com



OBJECTIVE:

- To pursue a career in a high profile company that will provide me the skills and expertise where I can attain a high level of performance by using my knowledge and capabilities that would also nurture my personal and professional goals and in return for continuing progress and excellence of the company that I will be working for.

WORK EXPERIENCE:

January 30, 2010 – March 26, 2011

Caffe Liscio / Abu Dhabi National Hotels – Compass L.L.C

Marina Mall Food Court Abu Dhabi U.A.E

Job Description and Specification:

Cashier/Barista/Waitress

- 1) Handling cash transactions and daily deposits of cash sales.
- 2) To be fully aware on our daily goal and help in achieving its financial target.
- 3) Give customer satisfaction in any ways by carrying out high quality standards, efficiency and accurate service.
- 4) Always promote a good relationship with the guests for the betterment of the company.
- 5) Responsible of ensuring that the services and offering is commensurate with guests expectations.
- 6) Filing up files that are needed in daily operation and conducting daily and monthly inventories.

September 16, 2008 – January 07, 2010

Adriste Philippines Inc. (Portolano Products Incorporation)

3rd Floor SFB 1 Philippine Economic Zone Authority Loakan Road, Baguio City Philippines

Job Description and Specification:

Material Planner Leather Department *(July 01, 2009- January 07, 2010)*

- 1) Prepare a plan to ensure that all materials (leather, fabric, and accessories) are available or ready before the start of any manufacturing activity.
- 2) Monitor materials consumption and ensure that all inventories are in acceptable levels at all times.
- 3) Coordinate material plan with Production Planner to ensure that the delivery schedules are met.
- 4) Coordinate material requests (for purchase) with Import & Export Department, Department Head, Production Manager, Finance Manager, General Manager and supplier.

- 5) Prepare Net of Orders report to be submitted to the Finance Manager periodically.
- 6) Analyze and recommend purchase of materials or color replacements and coordinate with Department Head, Production Manager, General Manager, and Clients.
- 7) Follow up all materials request from Supplier.
- 8) Coordinate with the Store regarding all materials received and ensure their completeness and good quality.
- 9) Coordinate with General Manager the quality and quantity issues regarding all materials received.
- 10) Prepare and present Weekly materials plan to Department Head, Production Manager and General Manager.
- 11) Recommend areas for improvement.
- 12) Promote teamwork and cooperation in the factory.

Knits Production Staff – Assistant to the Manager *(January 29, 2009 – June 30, 2009)*

- 1) Filing of important documents and reports that were submitted to the Production Manager.
- 2) Make an Order File Summary of all received Purchase Orders.
- 3) Ensure that the data of orders and samples are on hand at the same, any issues should be reported to the Assistant Manager for verification and client's approval.
- 4) Entering of purchase orders in the computer system making it ready for production.
- 5) Issuance of work tickets for the start of production.
- 6) Submission of packing list details of all finished products ready for shipment.
- 7) Preparing monthly reports of shipped products to be submitted to the main office in Hong Kong.
- 8) Monitor daily, weekly and monthly manpower and production report of all employees for both Knits and Leather Department.
- 9) Weekly presentation of manpower and production status of all sections to the production manager and line leaders.

Accounting Staff *(September 16, 2008 – January 16, 2009)*

- 1) Preparing monthly reports and payments of company liabilities such as SSS, Philhealth, Pag-ibig Employees and Employer Contribution.
- 2) Filing of employees information that is needed for the company
- 3) Preparing debit vouchers for release of checks that is needed for paying monthly liabilities of the company.
- 4) Entering daily production output of all employees in both Knits and Leather Department in preparation for payroll.

February 16, 2008 to September 15, 2008

Don Henricos Pizza & Pasta Corporation

G/F EDT Puso ng Baguio Building, Session Road, Baguio City Philippines

Job Description and Specification

Cashier

- 1) Handling cash transactions and deposits of daily cash sales.
- 2) Know and learn the standard operating procedure of the company that I'm working for.
- 3) Attending to the needs of the guest and providing them absolute dining experience
- 4) Maintaining the good ambience of the place.