

## Ahmed Labib - ACCOUNTANT

***It is an honor for me to introduce this C.V. with my personal information to apply to work in your enterprise as an employee contributing in the development of this corporation.***

### PERSONAL INFORMATION:

Name : **Ahmed Labib Labib Elsayed Hamid**  
Date of Birth : 01/02/1993  
Place of Birth : Mansoura , Egypt  
Marital Status : Single  
Nationality : Egyptian  
Cell phone # : 0545277719  
Email address : [Ahmedlabib1293@gmail.com](mailto:Ahmedlabib1293@gmail.com)



### OBJECTIVE:

Seeking a long-term opportunity within the business community, where my professional experience, education and abilities would be advantageous to the growth of my employer and myself.

### EDUCATION:

**MANSOURA UNIVERSITY, EGYPT (2016)**  
Bachelors of Commerce and Economy, Major of Accounting.

### WORK EXPERIENCE:

➤ **Accountant** at Mas Nile General Contracting and Maintenance IN Abu Dhabi from 03/10/2018 To Until Now.

#### **Duties and Responsibilities**

- Prepare the accounting system.
- Prepares and records asset, liability, revenue, and expenses entries by compiling and analyzing account information.
- Maintains general ledger by transferring subsidiary accounts, preparing a trial balance.
- Bank reconciliation and reconciling other entries.
- Summarizes financial status by collecting information preparing balance sheet, profit and loss, and other statements.
- Analyze revenue and expenditure trends and recommend appropriate budget levels, and ensure expenditure control.

➤ **General Accountant** at EGYPTIAN FACTORY for COSMETICS from 1/7/2016 to 30/7/2017.

#### **Duties and Responsibilities:**

- Maintains general ledger by transferring subsidiary accounts, preparing a trial balance.
- Bank reconciliation and reconciling other entries.
- Summarizes financial status by collecting information, preparing balance sheet, profit and loss, and other statements.
- Analyze revenue and expenditure trends and recommend appropriate budget levels, and Ensure expenditure control .
- Quarterly balance sheet and analysis of variance in monthly expenses
- Ensure the accuracy of the financial statements in accordance with generally accepted accounting principles
- Fixed asset management and consumption
- Adjustments to balance sheet accounts
- Tax on purchases, sales and use of VAT
- Follow-up sales and purchases movement and control.
- Follow-up customers and suppliers positions.
- Set up has detected wages and Salaries.

## TRAINING AND COURSES ATTENDED:

- |   |               |
|---|---------------|
| ➤ ICDL (INTERNATIONAL COMPUTER DRIVING LICENSE)                       | ➤ <b>2016</b> |
| ➤ Accountants' preparation course (Excel Accounting)                  | ➤ <b>2016</b> |
| ➤ Diploma in English Language (listening and speaking) (. NEWHORIZON) | ➤ <b>2016</b> |
| ➤ Peachtree & QuickBooks , Visual Accounting                          | ➤ <b>2016</b> |

## SKILLS:

<b>Languages</b>	Arabic English	Native Good
<b>Computer</b>	: Computer-literate performer with extensive software Proficiency covering wide variety of applications.	
<b>Others</b>	<ul style="list-style-type: none"><li>▪ Exceptional listener and communicator.</li><li>▪ Highly analytical thinking for identifying.</li><li>▪ Flexible team player.</li><li>▪ High degree of detail orientation.</li><li>▪ Results-driven achiever with planning and organizational Skills.</li><li>▪ Ability to handle pressure.</li><li>▪ Enthusiasm and Initiative.</li></ul>	

**All references and certificates available.**