

Sara Ibrahim Ahmed Mohamed



CONTACT

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OBJECTIVE

I worked as a Financial Accountant for more than 12 years in Egypt, also I worked In **Dubai-Uae** as **Accountant payable** at ABU DHABI INTERNATIONAL MEDICAL SERVICES and a **Legal Accountant** at Mashaa Al Zarooni chartered accountants, Now I'm Seeking for New long-term opportunity within the business community, where my professional experience, education and abilities would be advantageous.

WORK EXPERIENCE

➤ Accountant payable

Dubai – UAE



➤ ABU DHABI INTERNATIONAL MEDICAL SERVICES LLC [Jan 2023 - July 2023]

- Keeping track of all payments and expenditures, including payroll, purchase orders, invoices, and statement
- Reconciling processed work by verifying entries and comparing system reports to balances
- Maintaining historical records on SAP System
- Paying employees by verifying expense reports and preparing checks
- Paying vendors by scheduling pay checks and ensuring payment is received for outstanding credit; generally responding to all vendor enquiries regarding finance
- Preparing analyses of accounts and producing monthly reports
- Continuing to improve the payment process
- Requesting from suppliers SOA by end of each month for reconciliation
- Proceed with the all internal fund transfers
- Proceed with the payments for “international and local” suppliers, staff, and petty cash for all custodians through cheques and bank fund transfer
- Preparing salaries cheques
- Proceed with payments for all suppliers and VAT for each Q
- Generating ageing schedule for suppliers by end of each month from SAP
- posted the payments on SAP that paid within the month
- booking for suppliers invoices on SAP

➤ **Senior Accounting Specialist – AR**

Cairo –Egypt

CYSHIELD

➤ **Cyshield For Information Technology**

[March 2021 - to Oct 2022]

- *Maintaining the billing system, Generating invoices and accounts statements for the customers*
- *Maintaining issuing LGs (Letter of Guarantee)*
- *Implementation Customers statements and Data base sheets for each customer to follow up the projects status with the projects managers.*
- *Maintaining accounts receivable files and records*
- *Maintaining accounts receivable GL (AR) and reconciliations*
- *Producing monthly financial and management reports*
- *Investigating and resolving any irregularities or enquiries*
- *Assisting in general financial management and analysis*
- *Responsible for Sales Revenue Account.*
- *Follow up For the Customer's Collections*
- *Maintaining Aging Schedule, Advances from customers statements*
- *Settlement for the Advances account*
- *Assisting in the Financial statements*
- *Forecasting of the cash inflow for the each quarter.*

➤ **Legal Accountant & VAT Consultant**

Dubai, United Arab Emirates



Mashal Al Zarooni Chartered Accountants

[Jan 2019 - to Nov 2019]

Mashal Al Zarooni Chartered Accountants is providing services in all areas of finance & Audit, for instance, Full scope Audit, Internal Audit, Assurance and Advisory Services, Limited scope reviews and other special assignments in different sectors ranging from service industry to manufacturing industry

Duties and responsibilities:-

- *Legal Accountant who Reviews the banking & accounting case's Documents, Contact with parties for arranging the meeting time, Reviewing cases documents and ask parties to provide with the supporting documents, Make summary about the cases, make discussion with the expert and explaining which documents that I depended on it to get my conclusion about the case*
- *Compliance and accounting of VAT liabilities relating to the Company's operations.*
- *Preparing, validating and submitting all required VAT returns, supporting schedules and any documentation /responses as may be required by the Federal Tax Authority.*
- *Determining the VAT compliance implications associated with various business initiatives/proposals..*

➤ **Financial Accountant**

Alexandria, Egypt



Mosahmet Al Bahera For Construction CO

[Jan 2010- June 2018]

Mosahmet Al Bahera For Construction is full service construction company specializing in construction management, general contracting, and self-performed pump, place, finish and total package concrete construction.

Summary of the tasks performed during the stay in the firm:

- *Preparing monthly bank reconciliations*
- *Preparing draft monthly, quarterly and annual financial reports for manager's review.*
- *Supervising fund flow and dealing with Banks.*
- *Maintain and organize financial records.*
- *Inspect accounts books and accounting systems to keep up to date*
- *Reviewing and reconciliations for General Ledger (GL) "Accounts payables (AP), Prepaid expenses, Fixed Assets (FA) Depreciations, Accounts Receivable (AR), Advances from customers"*
- *Maintain Inventories accounts.*
- *Issuing checks, reconciliations for cancelled and bounced checks.*
- *Follow up of the Project's status with Projects Managers.*

➤ Bookkeeper

Alexandria, Egypt

SAKR GROUP FOR FOOD INDUSTRIES CO

[December 2008- Dec 2009]



SAKR GROUP is based in Alexandria, Egypt, specialized in food and beverages produce a wide range of juices, UHT milk under the brand name Twist and Bashayer, as for the cheese, butter and ghee they carry the brand name Rotana.

During this assignment my job descriptions are as follows:-

- *Maintains subsidiary accounts by verifying, allocating, and posting transactions.*
- *Balances subsidiary accounts by reconciling entries.*
- *Maintains general ledger by transferring subsidiary account summaries.*
- *Balances general ledger by reconciling entries.*
- *Maintains historical records by filing documents.*
- *Prepares financial reports by collecting, analyzing, and summarizing accounts information.*

➤ Customer service

Alexandria, Egypt

Vodafone Arabic account

[June 2008-november 2008]



Duties and responsibilities:-

- *Resolving calls efficiently and effectively.*
- *Communicate positively with all involved parties in order to facilitate customer's reception of the expected distinguished service*
- *Inform and suggest new products to customers*
- *Provide information to customers on their account status*

Alex Bank

[June 2006-Sep2006]



*trained about teller perform, customer service duties , types of bank products
Exchange currencies, types of loans , features of debit cards and credit card*

EDUCATION:-

➤ **Faculty of commerce, Alexandria university, Egypt, 2009-2011**

-Higher Diploma in Managerial Accounting and Costing

*Relevant modules include: Allocation cost system, estimated costs and variances, ABC system
, Centralized and Decentralized organization, Forecasting and Planning, Budgets*

➤ **Faculty of commerce, Alexandria university, Egypt, 2004-2008**

- BCom in Accounting Department

*Relevant modules include: Control , Tax accounting , Economic , Cost accounting , Human Resources
Management, Production Accounting, Marketing, Massive Organizations Accounting, Accounting for
Multi-National Companies, International Trading Law, and Management Business Administration.*

➤ **CMA [Certified Management Accountant] PART- ONE [2016-2017]**

*Relevant modules include: Planning, Financial accounting and reporting, Cost accounting, Control,
Strategic planning.*

➤ **Arab Academy For Science, Technology and Maritime Transport, Egypt**

-Training courses :- [2008-2009]

Include: Modern Accounting I, II, and III, Costing, IFRS [International financial reporting standards]

-Commercial Excel

Skills:-

*Knowledge of accounting principles, GAAP, IFRS, bookkeeping terminology, and solving accounting
problems.*

*Knowledge of spread sheets and database software, Knowledge of advance mathematics calculations
Ability to compare data from a variety of sources for accuracy and completeness, Ability to make
decisions and take appropriate actions.*

Ability to meet schedules and deadlines of the work area, Better Communications skills

Reporting skills, Attention to detail, Deadline-oriented, Data entry management, Time management

Computer Skills:-

I am familiar with the software below:-

- SAP

- ORACLE

- Zohoo Books
- MICROSOFT EXCEL
- MICROSOFT WORD

Language:-

- English Good
- Arabic Native

INTERSTS:-

Photography

I'm really interesting in taking photos and recording videos for natural and historical places.

Running

i like running a lot I participated in a lot of Marathons in my country also I like fashion a lot I had a shop in my country for selling strange and beautiful clothes and I'm interested in charity "I'm a volunteer in one in my country".

REFERENCES:-

Reference can be provided upon request.