

Ahmed Abdel Hakeem Saleh ElZanaty

position: accountant

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Nationality: Egyptian

date of birth: **13/5/1997**

Al Gharbiya, Tanta, Egypt



Profile

2 years of experience in accounting and financial sector, seeking to leverage my experience in accounting and finance to a reputable financial institution that values growth and success and aiming to continuously enhance my professional skills, looking to work in an organization which offers continuous challenges and excellent growth prospects as well as to enhance my pre-existing skills and learn new ones.



Education

2016 - 2020

Bachelor of commerce and business 2020 (**Accounting Department**) Faculty of Commerce **English Section**, Tanta University.

Courses

July 2018

1. EG Finance Training Program for Financial Services Industry and Banking.
 - a) Strategic Marketing for Financial Services.
 - b) Strategic Human Resources Management.
 - c) Banking Financial Service Industry.
 - d) Non-Banking Financial Service Industries and Preparation for Investment Manager in Stock Exchange.

Dec 2021

2. Professional Financial Accountant course. (**PFA**)
 - a) Computerized accounting (part one)
 - b) Financial accountant (part two)
 - c) Financial analysis (part three)
3. International computer driving license. (**ICDL**) course.
4. Banking and Exchange course.
 - a) Basics of financial analysis.
 - b) Basics of technical analysis.
 - c) Stock market course.
 - d) International trade and finance.
 - e) Stages of the bank credit process.
 - f) Retail banking.



Experience

**Banque du
Caire
2017**

- Completed training at **Banque du Caire** Tanta Branch from June 2017 until July 2017 working as customer service, loans department and the internal auditor department. (with certificate)

**EG -Finance
July 2018**

- Training in EG-Finance in cooperation with The Egyptian Exchange.

**Armed Forces
Hospital in
Alexandria
2020-2021**

- Worked as a **trainee** in the **Financial Department** in the Armed Forces Hospital in Alexandria from December 2020 until November 2021. (without certificate)

**Mahmoud Dahy
Hussein's
Office
Dec 2021**

- Training for 3 months in Mahmoud Dahy Hussein's office (public accountant)

Shaar Al-wafaa
trd.
Company

from
24 -6-2022

➤ Working as an **financial accountant** and **supervisor** in Shaar Al-wafaa Trd. Company (Sarh almusllam) (new mass) in Saudi Arabia – Hafar Al batin (KSA) until now.

Position : accountant

- Managing daily accounting tasks
- Updating financial and income tax statements.
- Preparing tax payments and returns.
- Analyzing financial information and prepare balance sheets.
- Posting and processing journal entries to ensure all business transactions are recorded.
- Submitting periodic financial reports on the company's status to the Board of Directors and concerned departments
- Preparing budgets, income statements, profit and loss reports, revenues and expenses, and all other reports
- Proposing financial solutions and procedures to solve the organization's financial problems
- Preparing and processing salaries for employees.
- Risk Management
- Monthly financial reports

Languages

- Arabic: native
- English: very good
- German: beginner

Personal Skills

- Team work
- Communication skills
- Problem solving skills
- Leadership skills
- Quick learning skills
- Ability to learn any new inspired field
- Time and Resource management
- The ability to work under pressure

Computer Skills

- Excellent in Microsoft office, word, excel and power point.
- Peachtree, QuickBooks.
- Using access in accounting- excel accounting.
- Basics of accounting and Book keeping.
- Have ability to deal with various software.