

CURRICULUM VITAE

Personnel Profile

Name : Ahmed Mohammed Namtallah
Work Experience : Eight (08) Years
Nationality : Egyptian
Date of Birth : 16, May-1987
Permanent Address : Dubai, UAE
Email : ahmed.albogdady@gmail.com
CONTACT- : +971 544265567

Education

Bachelor of Commerce – Accounting - 2008
Knowledge of Computer & MS-Office

Core Competencies

- Highly motivated, good organizational skills, Strong analytical skill and well business acumen and adaptable Cost & Work Accountant.
- Thorough knowledge in Budgeting, Forecasting, Cash Flow Control, Business plans, Revenue and Consumption, Financial Statements.
- Understanding & working knowledge of preparing Profit & Loss statements.
- Fair understanding & working knowledge of Bank Reconciliation basics & principles.
- Fair knowledge of Management Accounting, studied as a part of MBA Program.
- Good grasp on Accounting Basics.
- Assertive, enthusiastic, proactive, creative and able to motivate others, also flexible with regards to work tasks and good at working independently as well as part of a team.
- Results oriented, performs and accomplishes tasks with minimal supervision where appropriate and Excellent reporting skills.
- Provides leadership in complex problem solving situations manages a significant portfolio of diverse activities.
- Good communication skills and appreciable knowledge in computer.

Career History

Company : Holding Company for Water Supply and Sewerage Kafr El-Sheikh
Position : General Accountant
Period : From Nov-2009 to Till 25 Sep - 2016

Prime Responsibility:

- Preparing Journal Entries, Ledger Accounts, Trial Balance, Income Statement, Balance Sheet And
 - All Finance Reports and Monthly Reports.
 - Preparing monthly financial reports such as OT Sheets,
 - Flow up Pdc In and Pdc Out and Reconciling between Them.
 - Handling all the financial matters, like: preparing monthly financial reports, customers collections
 - Report, etc....
 - Preparing Reports monthly To Income and Expenses.
 - Reconciling between accounts Receivable and Accounts Payable.
 - Preparing Salary monthly.
 - Preparing Bank Statement and Reconciliation Bank.
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Company : Suez International Environmental Engineering CO.SUOMC
Position : Accountant
Period : From Oct -2008 to Nov-2009

Prime Responsibility:

- Prepares asset, liability, and capital account entries by compiling and analyzing account information.
- Recommends financial actions by analyzing accounting options.
- Reconciles financial discrepancies by collecting and analyzing account information.
- Summarizes current financial status by collecting information preparing balance sheet, profit and loss statement, and other reports.
- Substantiates financial transactions by auditing documents.
- Guides accounting clerical staff by coordinating activities and answering questions.
- Secures financial information by completing data base backups.
- Prepares payments by verifying documentation, and requesting disbursements.
- Answers accounting procedure questions by researching and interpreting accounting policy and regulations.

