

Reem Hossam EL-Deen Mohamed Rashad Gad

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CAREER OBJECTIVE

My goal in any business is always to achieve the best and prove myself and look for opportunities to incorporate my skills and training to help the Company grow.

EDUCATION

- Bachelor OfCommerce 2016 /2020.
- Alexandria University.
- **Major :** Accounting.
- **Department:** English

WORK EXPERIENCE

- **General Accountant at ROBOTA Industries** **16-11-2024 to present.**
 - Managed AR/AP, reconciliations, collections, treasury, petty cash, GL allocations, and prepared financial reports including cash flow and bank reconciliations.
 - Handled e-invoicing, audited purchases, monitored inventory, and supervised the full financial documentation cycle in compliance with Egyptian tax regulations.
- **Human Resource Specialist at ETAP Company** **12-7-2023 to 15-11-2024.**
 - Managed Social Insurance, full employee lifecycle (onboarding to resignations), payroll processing, and recruitment in compliance with Labor Office regulations.
- **Cost and control accountant at el sharq al awsat for food company** **1-11-2022 to 1-6-2023**
 - Conducted inventory variance analysis, managed material issuance and stock across warehouses, calculated production costs and scrap per order to improve cost control and efficiency using the ERP system.
- **Treasury accountant at Master car for cars** **1-9-2022 to 30-11-2022**
 - Managed daily cash collections, sales invoicing, petty cash, and monthly payroll, ensuring accurate financial transactions and documentation.

Training EXPERIENCE

- **Data Analysis using (Excel bi & Power Bi).**

13-7-2024 to 10-9-2024

Developed advanced Excel and Power BI solutions, including data modeling (Power Query & Power Pivot), DAX measures, interactive dashboards, and automated reporting workflows to enable data-driven decision-making.

- **Training at the Arab Contractors.**

4-8-2019 to 4-9-2019

- **Cash Management & Treasury:** Gained practical experience in managing bank reconciliations and treasury operations using Oracle ERP, ensuring accurate tracking of liquidity and cash flow.
- **General Ledger & Accounting:** Handled daily financial transactions, including recording Journal Entries (GL) and assisting in period-end closing activities in compliance with accounting standards.

- **Training at Shehata el-said Shehata Accounting Office**

15-6-2019 To 15-7-2019

- **Financial Statements Preparation:** Comprehensive training on preparing and analyzing key financial statements, including **Balance Sheets**, **Income Statements**, and **Cash Flow Statements**, ensuring all reports are accurate and compliant with relevant accounting standards.

- **STP accounting course.**

15-6-2019 To 15-7-2019.

- **Training at FABAS Company.**

1-8-2018 To 1-9-2018.

- Trained in recording daily cash and bank journal entries, ensuring accurate tracking of all receipts, disbursements, and cash flow movements.

Professional Accountant and Record Keeping Course.

18-7-2018 To 3-8-2018

- **Professional Accountant & Record Keeping:** Mastered the full accounting cycle, including meticulous bookkeeping, general ledger maintenance, and the preparation of accurate financial statements and trial balances.

VOLUNTEERING WORK

- **Member at ASA (Accounting Scientific Association) team.**
- **Member at Ahla Shabab team.**

SKILLS

- **Languages:** *Arabic:* native language
- *English:* Very Good
- **Technical skills:** MS Office (Word, Excel, PowerPoint, Power BI, ERP System and Visio) and Internet Skills.
- **Transferable skills:**
 - ✓ Ability to learn new tasks quickly.
 - ✓ Time assuming and management.
 - ✓ Work under stress.
 - ✓ Good ability to collaborate with team.

