

May-2025

Abdelrahman Yousef Hagagy
(Accountant)-CV

Abdelrahman Yousef Hagagy

Accountant,

Cairo , Egypt

(+02)01155152591

abdelrahmanyousefhagagy@gmail.com

[linkedin.com/in/abd-elrahman-yousef-42226723a](https://www.linkedin.com/in/abd-elrahman-yousef-42226723a)

• Career Summary:

Proficient and seasoned in accounting across multiple departments, Priority experience ranges from work set. Adept at all functions of accounting, including balance sheets, processing payments, managing payable accounts, & providing executive administrative support. Also proficient in accounting software & platforms applications that may be used. Dedicated to providing exemplary work & supporting the overall mission of the department & Company.

• Education:

- Bachelor of commerce (2019)
- Higher institute of commercial sciences and computer sciences in Arish.
- Major: **Accounting.** (Overall Grade: Very Good)
- **Graduation project:** (Grade: Excellent)
- I participated in preparing graduation project entitled (A proposed Framework for Imposing Taxes on E-commerce Transactions) and I got the best graduation project at the university level.

➤ Work Experience:

+ **General Accountant at Enigma Genomics Company**

(From September 2024 until now).

• **Responsibilities and Duties:**

- Manage clients' accounts within the system as per business need.
- Record and track customer invoices in the accounting system.
- Generate and send out customer statements and reminders for outstanding payments.
- Maintain accurate records of accounts receivable transactions.
- Receive and process customer payments, including checks, credit card payments, and electronic transfers.
- Allocate payments to appropriate customer accounts and invoices.
- Follow-up with the sales department to ensure that customer indebtedness is paid in a timely manner in accordance with the credit limit allowed to customers.
- Reconcile payment discrepancies and resolve any issues with customers.
- Monitor customer credit limits and terms to ensure compliance.
- Implement credit control procedures to minimize bad debts and late payments.
- Communicate with customers regarding payment inquiries, disputes, and overdue balances.
- Maintain accurate and organized documentation of accounts receivable activities weekly.
- Reconcile cash collections daily, both for collection and deposit, and generate daily collection reports for cash, cheques, and Post-Dated Cheques.



+ **Co –Founder at Orvan Company for Detergents and Chemicals**

(From July 2023 to August 2024).

• **Responsibilities and Duties:**

- Played a pivotal role in shaping the company's vision, mission, and strategic direction Collaborated with Co-founders to establish long-term goals and objectives.
- Participation in the budget preparation process, conducting variance and cost volume profit analysis.
- Managing all accounting and cash transactions daily to reach the optimal balance of cash.
- Optimize working capital management by implementing conservative policy seeks to minimize liquidity risk by increase working capital (Cash – Receivables – Inventories).
- Monitoring and manage all expenses within the allocated budget and looking for funding sources.
- Forecasting financial requirements and analysis all financial data to provide support and recommendations.

➤ **Responsibilities and Duties:**

Accounts Payable (AP):-

- Process accounts payable transactions including verifying invoices ,obtaining approvals and issuing payments to vendors using (3-way matching)(purchase orders, vendor invoices and Goods receipts).
- Reconcile the accounts payable ledger to ensure that all purchases and payments are accounted for and correctly posted.
- Follow up on supply orders, actually received quantities and the remaining quantities.
- Preparing a record for suppliers that includes all supplier data.
- Keeping track of all payments, expenditures and preparing detailing reports on the accounts payable status.
- Preparing and reviewing the trail balance for suppliers on a monthly basis.
- Communicate with vendors and provide payment conformation.
- Preparing a financial analysis of supplier's accounts at the end of each financial period.
- Ensuring that the withholding taxes (1%&3% &5%) are being deducted from vendors on each invoices And prepare form 41 on quarterly basis.

Accounts Receivable (AR):-

- Prepare ,issue and generate customer invoices based on sales order , contracts and other documentations in a timely and accurate manner.
- Process and record all customer payments accurately including cash , checks , credit card transactions and electronic fund transfers and wire transfers.
- Reconcile the accounts receivable ledger to ensure that all payments are accounted for and properly posted.
- Reconcile accounts receivable sub ledgers to the general ledger and prepare necessary journal entries.
- Prepare regular AR aging report and assist in managing the crystal credit policy of the company.
- Monitoring customer accounts for overdue payments and following up and communicating with customers via phone, e-mail to ensure timely collections.

General Accounting:-

- Collaborate with other departments to ensure accurate and efficient processing of financial transactions.
- Fling of tax invoice, checks and important documentations.
- Assist Accounting team and senior Accountants in the preparation of monthly or yearly closing and in the
- Processing of financial statements according to GAAP & IFRS.
- Support internal and external audit processes by providing necessary documentations and information.
- Performing bank reconciliations regularly to ensure accurate recording of all financial transactions.
- Assist in the preparation of VAT, WHT and Payroll tax to ensure compliance with tax regulations.

✚ **Accountant at AL Arabia Group**

(From June 2019 to May 2020).

➤ **Responsibilities and Duties:**

- Process and record daily financial transactions including invoices, payments and receipts.
- Prepare and enter all accounting entries into the accounting system.
- Assist with accounts payable and accounts receivable process.
- Maintain accurate and up-to-date financial records.
- Prepare regular bank reconciliations and identify discrepancies.
- Assist in the preparation of financial statements including balance sheets ,income statements and other financial statements in conformity with GAAP and IFRS.
- Reviewing all expenses, payroll records and prepare tax returns, VAT form (10) and WHT form (41) and payroll tax form (4&6).



✚ **Treasury Accountant at Ataya Al khair Association**

(From April 2017 to March 2018).

➤ **Responsibilities and Duties:**

- Recording all treasury transactions daily.
- Receiving and disbursing cash according to documentary cycle.
- Issuing, verifying and recording checks.
- Receive checks and classify them according to their due dates.
- Daily count of the treasury and documents preservation and organization.
- Keeping documents related to collection and expenditures in special files in a regular and proper manner.
- Make bank deposits and withdrawals to finance the treasury.



➤ **Professional Internships:**

- Summer training internship at Banque Misr. (June, 2018- July, 2018)
- Basic knowledge on how banking system work.
- Summer training internship at Alex bank. (July, 2017-Aug, 2017)
- Know how to open client's bank account.
- Helping customers and know checks transactions.

➤ **Languages:**

- **Arabic:** Mother tongue. **English:** very good Command of (Listening, Speaking, Reading, and Writing).

➤ **Courses:**

- Dip IFRS (UK). (Self-study-Good knowledge).
- CMA part 1 (US). (RTC training and consulting).
- Cost Accounting Course. (Community of Accountants).
- Tax Accounting & E-invoice. (Mr. Taxer in Tax Course).
- Odoo Consultant Course. (In progress -Community of Accountants).
- Comprehensive Accounting Course. (Mentor Mind).
- VAT course- in KSA. (Accounts Manager Academy).
- Debt collections skills Course. (E3mel Business Academy).
- General Accountant Workshop. (ALameed for Accounting).
- Comprehensive Accounting Course. (IBM Consulting & Training).
- Diploma profession financial accountant (PFA). (Diplomatic training and consulting).
- Mini MBA. (Diplomatic training and consulting).
- Financial management in startup companies. (Diplomatic training and consulting).
- Entrepreneurship course. (Ministry of planning and economic development).
- Proficiency in **MS Office Tools** (E-YOUTH).
- **Pivot tables-Dashboard** -Word- Power point). (Advanced Excel skills including VLOOKUP's, SUM IFS and (Self-study)
- Marketing and E-marketing. (Diplomatic training and consulting).
- Advanced level of Familiarity with ERP systems such as (QuickBooks online and Desktop-Daftra ERP – Odoo ERP – Zoho Books ERP)

➤ **Interpersonal Skills:**

- Willingness to work comfortably under pressure.
- Strong interpersonal skills and possess a strong business acumen.
- Enjoy bearing responsibilities, negotiation and creative spirit.
- Effective communication and teamwork abilities.
- Strong attention to details and analytical skills.

➤ **Accounting Skills:-**

- Strong knowledge of Accounting principles and Assumptions.
- Creating chart of accounts, preparing accounting cycle and documentary cycle for (Treasury – Sales-Purchases- inventory).
- Preparing subsidiary ledgers for different accounts, prepare payroll and the record of fixed assets and the item control card.
- Good knowledge of Accounting Standards.
- The ability to prepare attendance sheets, payroll, Petty Cash and social insurance for employees.
- Preparing financial statements according to standards and conducting financial analysis efficiently.
- Preparing variance analysis and cost volume profit analysis.

➤ **Tax Skills:-**

- Preparing Value added tax (VAT) form on the Egyptian Tax authority portal (Form- 10) for the company monthly.
- Preparing Withholding (WHT) tax form on the Egyptian tax authority portal (Form - 41) for the company quarterly.
- Preparing Payroll tax form on the Egyptian Tax authority portal (Forms - 4 & 6&2&3&5) for the company quarterly and annually.

➤ **Electronic Tax invoicing :-**

- Preparing, coding items (GS1 or EGS) and creating invoices on the E-invoice system (E-invoicing portal).
- Maintain accurate records of electronic tax invoices issued and received.

➤ **Personal Information :-**

- Date of Birth : 30 May, 1993
- Nationality: Egyptian.
- Military service: Completed.
- Marital status: Single.

