



Ibrahim Elsaid Abd Elgawwad

I look forward to a job in a professional, highly respected and encouraging development environment, where both challenges and opportunities are presented to further enhance knowledge and responsibilities, which will enable me to find a suitable job opportunity to sharpen my skills, improve careers and contribute effectively to the advancement of the business.

CONTACT

Egyptian
 26/04/1989
 Male
 Married
 Dubai – UAE (Visit Visa)
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IT Skills

Microsoft Office programs.
 Outlook Program.
 Peachtree Program.
 Quick Books Program.
 Tally Program.
 Al Ameen Program.
 Golden Asseal Program.

Other Skills

Work under pressure.
 Decision making.
 Working in a team.
 Leading and motivating.
 Creative and dynamic.
 Organizational skills
 Communication.
 Negotiation.
 Analytical Skills.

Education

El Mansourah University – Egypt Bachelor of Commerce in Accounting

Graduation date 2010
Grade: good

Ashraf Gawiesh secondary school –Egypt High School Diploma

Graduation date 2006

Experience

Dubai Library Distributors - Dubai - UAE Accountant

1/2014 → 7/2020

- Responsible for accounts receivable and having customer account statements and balances under control, following up payments with clients, and keeping close contact with these top clients for the prompt payment cycle.
- Responsible for accounts payable process including vendor invoice entries, processing weekly payments, maintain vendor setup files, and communicate with vendors to resolve issues and inquiries.
- Keep track of PDC in hand and depositing the same on the due date and Keep track of bounced cheques and follow up for collection.
- Maintain proper files to retain all accounting documents (e.g. received invoices, Journal entries, delivery notes and purchasing orders, etc.) and maintain the general ledger.
- Responsible for transactions with insurance companies, pay invoices by verifying transaction information.
- Responsible for renewing tenancy contracts, recording cash, cheques, scheduling and preparing disbursements.
- Petty cash Analysis complete daily and prepared for processing into the accounts system.
- Checking Petty cash claim from the operation by identifying proper supporting and proper approval and enter the voucher into the system, Maintaining Petty cash expense report.
- Assist in the Year-End audit process by providing all the needed information& supporting documents to the auditors.

Hyatt Regency Hotel - Sharm EL Sheikh - Egypt Accountant

9/2012 → 12/2013

La Grenta Co. for General Supplies - Mansoura - Egypt Accountant

10/2010 → 6/2012

Courses

Accountants' Preparation Course

Management Training & Consulting Center - Mansourah University - Egypt

 2012

Grade: good

Peachtree Course

Management Training & Consulting Center - Mansourah University - Egypt

 2011

Grade: Very good

ICDL Course

International University Center IUC - Mansourah - Egypt

 2012

Grade: Very good

Languages

Arabic: Native

English: Good

★ Others

I have a UAE driving license.