

Ihab Ashraf Elsayed

Accountant

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PROFESSIONAL SUMMARY

Accountant with 3+ years of experience in VAT, financial reporting, and ERP systems (Odoo, Peachtree). Skilled in accounts payable/receivable, bank reconciliations, and financial operations. Currently pursuing a master's in finance & accounting (ACCA track) and IFRS certification

CORE COMPETENCIES

Financial Reporting | VAT Compliance | Accounts Payable & Receivable (AP/AR)
General Ledger (GL) | Bank Reconciliation | Month-End Closing
Financial Operations | Transaction Processing
ERP Systems (Odoo, Peachtree) | Advanced Excel | IFRS (In Progress)

PROFESSIONAL EXPERIENCE

Junior Accountant | FNAJEEN GROUP L.L.C – Dubai, UAE Feb 2022 – Feb 2025

- Prepared monthly VAT reports with 100% compliance and zero penalties
- Processed 300 – 400 invoices monthly, ensuring accurate and timely system entry
- Performed monthly bank reconciliation and resolved discrepancies up to €5K–€6K
- Managed and monitored 8–10 client and supplier accounts
- Recorded journal entries and supported month-end closing processes
- Built Excel reports using PivotTables and VLOOKUP for financial reporting

Accountant Assistant | Al-Alameya Company – Cairo, Egypt Jul 2021 – Jan 2022

- Assisted in preparing and recording accounting entries
 - Monitored customer, supplier, and bank accounts
 - Processed invoices and maintained financial documentation
 - Supported accounting operations using Excel and Peachtree ERP
 - Reviewed expense requests and maintained proper documentation
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EDUCATION

Master's Degree – Finance & Accounting with ACCA | Vistula University, Warsaw
Mar 2025 – Mar 2027 (Ongoing)

Bachelor's Degree – Accounting | Kafr El-Sheikh University, Egypt | Sept 2017 – May 2021

CERTIFICATIONS

IFRS Certification – In Progress

KEY SKILLS

Analytical Thinking | Attention to Detail | Problem-Solving

Communication | Teamwork | Adaptability | Time Management

LANGUAGES

Arabic: Native | English: Fluent | Polish: Currently Learning