

EBTESSAM RAMADAN AHMED

Senior Accountant Location: Dubai, UAE | **Phone:** 0525916488 **Email:**

ebtssam.ramadan@gmail.com | **Nationality:** Egyptian

PROFESSIONAL SUMMARY

Senior Accountant with 12+ years of experience in financial auditing, revenue tracking, and inventory management, specifically within the medical and pharmaceutical sectors. Expert in utilizing Odoo ERP and Advanced Excel to streamline financial processes, achieving up to 100% accuracy in fund management and reducing operational costs by 15-20%. Proven track record in improving collection rates by 30% and enhancing reporting efficiency through automated systems. Bilingual (Native Arabic & Professional English) with a strong ability to manage high-volume accounts and ensure regulatory compliance.

PROFESSIONAL EXPERIENCE

SYDNEY MEDICAL CENTER | Dubai, UAE Senior Accountant 04/ 2024 – 12/ 2024

- **Inventory Management:** Orchestrated daily inventory audits, achieving 100% stock level accuracy and reducing waste by 20%.
- **Revenue Recording:** Supervised accurate revenue entry, contributing to a 25% increase in reported earnings through enhanced tracking mechanisms.
- **Client Account Management:** Reconciled financial transactions with the management system, ensuring financial integrity and rapid discrepancy resolution.
- **Achievements:**
 - Implemented new client billing procedures that improved collection rates by 30%.
 - Redesigned the inventory management system, enhancing operational efficiency and reducing costs by 15%.

Al Nasr Company - FAISAL AL RASHEED Group Senior Accountant (Petty Cash) | Sep 08/2021 – 12/2023

- **Cash Fund Management:** Ensured 100% accuracy in cash fund reporting, identifying variances and saving the company 15% in potential losses.
- **Expense Control:** Managed daily expenses and reduced documentation errors by 20% through optimized filing processes.
- **Financial Reporting:** Prepared monthly expense reports to provide management with actionable insights for budget adjustments.
- **Achievements:**
 - Streamlined the expense approval workflow, reducing processing time by 30%.
 - Developed a specialized financial tracking system that improved reporting efficiency by 25%.

United Pharmacists Company (HO Group) - Egypt Accountant - Payments Department | 01/2019 – 03/2021

- **Invoice Auditing:** Verified over 1,000 invoices against client claims with a 98% accuracy rate.
- **Accounts Payable Coordination:** Facilitated the issuance of checks exceeding EGP 500,000 annually, ensuring timely vendor payments.

- Vendor Relations: Enhanced vendor account reconciliation, resulting in a 40% reduction in discrepancies over a three-year period.

- **Achievements:**

- Implemented an automated invoicing system that decreased processing time by 50%.
- Successfully negotiated payment terms that improved overall cash flow by 20%.

THE ARAB LAWYERS UNION | Cairo, Egypt Senior Accountant 02/2014 – 12/2018

- Expense Audit: Performed detailed expense reviews, reducing clerical errors by 25% and maintaining regulatory compliance.
- Bank Reconciliation: Managed monthly bank statement reconciliations, reducing processing time by 40%.
- Financial Strategy: Collaborated with senior management to implement financial strategies that led to a 15% revenue increase.

AL JAZEERA HOSPITAL | Giza, Egypt Junior Accountant | Jan 2012 – Dec 2013

- Revenue Audit: Audited daily clinic revenues and managed journal entries to ensure precise financial recording and reconciliation.
- Contract Accounts Management: Managed contract accounts and prepared monthly billing claims, ensuring full compliance with contractual terms.
- **Achievements:**
- Implemented a daily reconciliation process for clinic revenues, reducing reporting discrepancies by 15%.
- Streamlined the monthly billing cycle for contract accounts, resulting in 20% faster reimbursement from corporate partners and insurance companies

EDUCATION

- B.Sc. in Accounting The Higher Institute For Specific Studies, Egypt
- (Graduated: 2009) Grade: Very Good

SKILLS

- Technical: Financial Reporting, Tax Audits, Petty Cash Management, AP/AR Reconciliation.
- Software: MS Office (Expert in Excel) and ERP Systems (odoo).
- Soft Skills: Leadership, Management, Problem-solving, and Communication.

LANGUAGES

- Arabic: Proficient (Native).
- English: Intermediate (Professional Working Proficiency).