

# MALEK YOUSEF

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## OBJECTIVE

A highly motivated accountant with 3 years of experience in accounting, procurement, and inventory management. Proficient in preparing financial reports, analyzing data, and maintaining accurate inventory records. Seeking to leverage my skills and contribute to achieving organizational objectives within a professional environment.

## EXPERIENCE

### General Accountant

Al Emara Ceramic and Porcelain Company Nov 2022 – Jan 2024

Reviewed and reconciled accounts payable and receivable.

Prepared monthly financial reports, including income statements and balance sheets.

Conducted accurate inventory reconciliations to ensure data reliability.

Recorded journal entries with precision and efficiency.

Reviewed and approved monthly expense reports.

Filed tax returns in compliance with local regulations.

Prepared payroll reports and managed employee payment activities.

Key Achievement: Improved inventory reporting accuracy by 15% through process optimization.

### Purchasing and Warehouse Accountant

Damietta Poultry (Coco Shama) Jan 2022 – Oct 2022

Prepared detailed procurement and warehouse management reports.

Reconciled supplier balances and ensured data accuracy.

Conducted monthly inventory reviews and resolved discrepancies.

Managed bank accounts and monthly purchase closures.

Key Achievement: Achieved cost savings by proactively negotiating and settling earned discounts..

## EDUCATION

Bachelor's Degree in Commerce – Business Administration

**Communication**

Technical Skills

Advanced proficiency in Microsoft Office (Word, Excel).

Strong knowledge of financial reporting and reconciliation processes..

Familiarity with accounting software (e.g., ERP systems )

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Core Competencies

Financial analysis and reporting

Budgeting and forecasting

Tax compliance and auditing

Inventory management

Team collaboration and leadership

Problem-solving and decision-making

Attention to detail and accuracy

Time management and working under pressure

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**Languages**

Arabic (Native)

English (Good)