



# YAHIYA RAGAB

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Sharjah, Al khan St.

## Objective

📍 A senior-mid level position in a big & progressive organization that utilizes and enhances my educational background, professional experience, and creativity, performance skills and offers constant opportunities for advancement in the fields of credit controlling, Accounting & Finance.

## Career Summary

I have more than 9 years of experience. Skilled in all aspects of accounting, credit controlling cash flow, AP, AR, customer statements, SAP, Oracle (more than 8 years' Experience) Application-Reports- Query builder.

## Experience

### **Accounts Receivable Accountant.**

#### **TALA Concrete Repairs L.L.C DUBAI, 2017 to 2019**

- Reconcile accounts payable and receivable
- Monitor accounts to identify outstanding debts
- Find and contact clients to ask about their overdue payments
- Take actions to encourage timely debt payments
- Process payments and refunds
- Resolve billing and customer credit issues
- Update account status records and collection efforts
- Report on collection activity and accounts receivable status
- Compute taxes and prepare tax returns
- Bank reconciliation
- Depreciation of Assets

### **Branch Accountant.**

#### **Ajlan & Bros.CO. SAUDI ARABIA, 2015 to 2017**

- Prepare customer statements, bills and invoices, and reconcile expenses to the general ledger
- Calculate and post receipts to appropriate general ledger accounts and verify details of transactions, such as funds received and total account balances
- Prepare monthly receivable statements
- Compile and sort documents, prepare and post invoices and credit and debit memos
- Make copies of all checks, complete deposit slips and make bank deposits
- Provide backup support to other groups in the accounting department, type periodic reports and perform other general administrative duties
- Rely on instructions and pre-established guidelines to perform the functions of the job.

## Skills

- SAP, Oracle.
- Excel I & II Certified.
- QuickBooks
- Windows™: (7™, Vista™, XP™)
- Microsoft Office™: (Word™, Excel™ Project™ Internet Navigation & E-mail
- E-mail Sales Buzz Back Office.

## Interests

- Football
- Swimming

## Language

- Arabic
- English

**Senior Accountant.**  
**Farm Frites, Alexandria, Egypt, 2008 to 2014**

- Maintain up-to-date billing system
- Generate and send out invoices
- Follow up on, collect and allocate payments
- Carry out billing, collection and reporting activities according to specific deadlines
- Perform account reconciliations
- Monitor customer account details for non-payments, delayed payments and other irregularities
- Research and resolve payment discrepancies
- Generate age analysis
- Review AR aging to ensure compliance
- Maintain accounts receivable customer files and records
- Follow established procedures for processing receipts, cash.
- Process credit card payments
- Prepare bank deposits
- Investigate and resolve customer queries
- Process adjustments
- Communicate with customers via phone, email, mail or personally
- Assist with month-end closing
- Collect data and prepare monthly metrics

**Accountant**  
**Bahgat Group, Sharm El Sheikh, Egypt, 2007 to 2008**

- petty cash control
- Labor daily report

**Education and Credentials**

Minoufia University, Faculty of Commerce, Accounting Department – 2007 Bachelor Degree in Commerce (B.com).

**Certification**

International Computer Driving License (ICDL) Certified.

**Strength**

- Self-motivation and honesty.
- Decisive and forward thinking, with strong vision and strategic capability Ability to network and liaise with clients at every level.
- Capable of operating within highly competitive industries Excellent communication skills both written and verbal Motivational and credible with highly effective interpersonal skills Ability to persist with a task until objective is achieved.
- Strong and quick acquiring of new technologies.
- Professional in initiating the business, processing and finalizing it.