

AbdELrahman Said

ASSISTANT HEAD OF ACCOUNTS

DEAR HIRING MANAGER,

I hope this letter finds you in good health and high spirits. I am writing to express my keen interest in the job opportunity available at your company, as recently advertised. With a strong background in financial accounting and auditing, coupled with extensive experience in various accounting fields, I am confident in my ability to contribute effectively to your team.

I hold a Postgraduate Diploma in Financial Accounting and Auditing from Alexandria University (2019), following my Bachelor's degree in Commerce (Accounting major). My academic journey has provided me with a solid foundation in accounting principles and practices, which I have further developed through hands-on experience across multiple sectors.

Currently, I serve as the Assistant Head of Accounts at Latex Med, a subsidiary of Al-Ajjar Group of Companies, where I am responsible for reviewing financial entries, assisting in the preparation of budgets and periodic reports, and overseeing supplier and customer accounts, ensuring accurate balances and transactions.

Previously, during my tenure at Al Qadisiyah Import and Export Co., I analyzed financial operations and provided detailed reports on performance and costs. I ensured the accuracy and compliance of monthly and annual financial statements, and maintained effective financial relationships with banks, suppliers, and clients.

In my roles as Internal Auditor and Tax Accountant at Egyptian American Petroleum Services Co., and Accounts Receivable Accountant at Sunrise Resorts and Hotels Co., I conducted audits, evaluated internal controls, and ensured compliance with tax regulations through close coordination with authorities.

Additionally, my early experience as a Cashier Accountant and later as an Accounts Receivable Accountant at Starlink Shipping Co. gave me strong exposure to cash flow management and financial asset security.

I have also recently completed the FMVA course from EAAC Training and Consulting Center in 2025, further enhancing my financial modeling and analysis skills.

I eagerly look forward to discussing how I can add value to your company in a personal interview. Please contact me via email at [abdo01203386885@gmail.com] or by phone at [+20 120 338 6885] to arrange a convenient meeting time.

Thank you very much for considering my application. I am excited to hear from you soon.

Warm regards,



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