

Professional Summary

Motivated and results-driven accountant seeking an entry-level position to apply strong analytical skills and a solid foundation in accounting principles. Committed to delivering accurate financial reports and supporting the organization in achieving its financial goals, while continuously improving and growing within the role.

Key Skills

Accounting Skills:

Accounts Payable | Accounts Receivable | Invoicing | Basic Budgeting | Cash Flow Monitoring | Expense Reporting Trial Balance Preparation | Profit & Loss Statements | Balance Sheets | Bank Reconciliations | Preparation Support | Basic Inventory Accounting | Revenue and Expense Analysis

Soft Skills:

Communication | Leadership | Problem-Solving | Negotiation | Public Speaking | Team Collaboration Analytical Thinking | Adaptability | Creative Solutions | Time Management | Customer Satisfaction | Cross-functional Collaboration | Interpersonal Skills | Emotional Intelligence | Active Listening

Technical Skills:

Microsoft Excel (Advanced) | Electronic Invoicing | Accounting Software | Bank Reconciliation | Data Visualization | Auditing Tools | ERP | Tax Reporting | MS Office Suite

Professional Experience

Accountant | Mosa Farms for Animal Production | MAR 2022 - JAN 2024

- Oversaw daily accounting operations, including accounts payable and receivable management.
- Prepared financial statements and ensured accuracy in reporting in accordance with GAAP.
- Collaborated with management to develop strategies for cost reduction and financial improvement.

Finance Officer| Tasheel Company| FEB 2019 - JAN 2022

- Managed financial transactions and prepared monthly financial reports to support decision-making.
- Conducted reconciliation of accounts and ensured compliance with internal financial policies.
- Assisted in the budgeting process by analyzing historical data and forecasting future financial trends.

Data Entry| Al Khalifa Pharmacies| JAN 2016 - JAN 2019

- Maintained accurate records by entering and verifying data for various pharmaceutical products.
- Collaborated with pharmacy staff to ensure timely processing of orders and inventory management.
- Developed efficient data entry processes that improved overall operational efficiency.

Training Courses and Certifications

- ICDL Certified
- Cybersecurity Certified
- Banking Diploma Certified (Banking, ICDL for Banking, Sales, English for Banking)
- ERP Certified
- PFA Certified
- Accounting Preparation Diploma Certified

Educations

Sohag University, Egypt- Bachelor of Commerce, Accounting

- Major: Accounting Good Graduation Year: 2015

Languages

- Arabic: Mother Tongue English: Good