



Mohammed Eltahan

ACCOUNTANT

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AbuDhabi



About me

Dynamic and detail-oriented accountant with 3 years of experience in Tasheel Finance, skilled in data entry, analysis and database management. A recent graduate (2022) with a Bachelor's degree in Management Information Systems, I am eager to leverage my analytical skills and financial knowledge to contribute to a dynamic team. I am passionate about driving financial success and ensuring data integrity, and look forward to bringing my expertise to your esteemed organization.

PROFESSIONAL EXPERIENCE

Tasaheel Finance Mansoura
SALES ACCOUNTANT

JUN 2022-MAY 2024

- Streamlined accounting processes, boosting efficiency by 30%.
- Enhanced financial reporting accuracy, reducing errors by 25%.
- Trained team members, elevating overall departmental performance. Established strong vendor relationships. negotiating better terms.
- Completed financial year-end close a month ahead of schedule.
- Automated invoicing, cutting processing time by 40%.
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- Automated invoicing, cutting processing time by 40%.

SKILLS

COMPUTERSKILLS

- MS Office (Word , Excel , PowerPoint).
- Sending and Receiving Emails.
- Internet Surfing-Browsing
- Proficiency in using all versions of Microsoft Office
- Data Entry

PERSONALSKILLS

- Capable of Work In dependently.
- Self-Motivated, manage multiple tasks.
- Problem Solving and Good Learning Skills
- Time management and task organization
- Communication skills.

EDUCATION

- Bachelor Of Management Information Systems
Delta Higher Institute (2019 - 2022)
- General Diploma in Education
Kafr El Sheikh University (2023 - 2024)

LANGUAGE

- Arabic (Native)
- English