

# MOHAMED ATTIA MOHAMED

Egman, Dubai, United Arab Emirates

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## **Summary:**

To work in a professional organization and seeking a challenging long term career, for keeping the organizational goals as a priority. Intend to work in an environment that enhances my skills and motivates me to utilize my capabilities and potential to the fullest extent to contribute to the company growth both individually as well as a team.

## **Work experience:**

**Financial Accountant**  
**Bianco Tech Co. (BT)**

**Nov.2021– present**  
**10 Ramadan City, Egypt**

### :Duties and Responsibilities

- Performed daily bookkeeping tasks such as accounts receivable, accounts payable, bank reconciliations, and general ledger entries.
- Assisted in the preparation of financial statements and budget analysis.
- Prepared and tracked invoices, payments and expenses.
- Organized and updated financial records in compliance with company policies.
- Assisted in the preparation of payroll and tax returns.
- Resolved billing issues and discrepancies with vendors and customers.
- Provided timely and accurate reports to management.
- Reconciled bank accounts, credit card statements and other financial documents.
- Monitored and maintained fixed asset records.

**Junior Accountant**  
**Mattress Spring Co. (BT)**

**Oct. 2020 – Nov.2021**  
**Cairo, Egypt**

### :Duties and Responsibilities

- Provided daily accounting and bookkeeping services including data entry, reconciliations, and account analysis
- Assisted with the preparation of monthly financial statements and reports
- Developed and maintained accounting records for the company
- Assisted with the preparation of the annual budget

## **Education:**

- Bachelor of Finance and Management Sciences, University of Zagazig. (2016-2020).
- Major: Accounting
- Grade : good

## **Languages:**

- Arabic: Native
- English: Good command of both written and spoken

## **certifications:**

- Professional Financial Accountant (PFA).
- Computerized Accounting; (Excel, Financial Excel).

## **Personal Skills:**

- Communication with people.
- Eager to learn, self-motivated & dependable.
- Hard Worker & able to work under stress.
- High presentation skills.
- Leadership & ability to participate with team.

## **personal information:**

- **Birth Date** : 13/Apr/1998
- **Marital Status** : Single
- **Military status** : Finished

## **Volunteering:**

- **Member active at ( Life Maker )** is a charity for the development of society and helping the poor and is doing blood donation campaigns
- **( Our vision )** family at Cairo university