

Mohamed Abdelhamed

Accountant

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SUMMARY

Looking for a challenging position where I can apply my passion and expertise to drive organizational success and exceed expectations..

EXPERIENCE

Divine Grace Vacation Homes Rental

form [Accountant and booking Executive](#)
📅 Oct 2023 – Continue

Respond to all requests that I will receive from the different platforms. Work carefully to attract clients to close the deal and make the reservation. Send the quotation to the client. Follow up with the client and the team for the viewing process. Be in service for the client for the check in and the check out. The ability to work in a team and independently. Achieve the weekly and monthly target..

Capital Logistics Co.

form [Accounts Payable accountant](#)
📅 Jun 2023 – Oct 2023

Generated financial statements and facilitated account closing procedures. Maintained integrity of general ledger including the chart of accounts. Analyzed monthly balance sheet accounts for corporate reporting. Generated invoices based on established accounts receivable schedules and terms. Accurately documented all cash, credit, fixed assets, accrued expenses and line of credit transactions. Maintained integrity of general ledger, including chart of accounts. Reviewed and processed employee expense reports and vendor invoices for payment. Managed full cycle accounts payable process, including invoice entry and payment processing. Performed monthly account reconciliations to ensure accuracy of data entries into the general ledger system. Analyzed vendor statements, reconciled discrepancies and processed payments in a timely manner. Created detailed reports on vendor accounts, aging balances, payment history and other related metrics. Created and prepared adjusting journal entries..

Zahran Market

form [Financial accountant](#)
📅 Mar 2019 – May 2023

Resolved invoice coding and tracked recurring expenses for accrual entry. Organised and carried out month-end, quarterly and year-end processes. Assisted with developing and ongoing control of costing and pricing systems for business goods. Generated invoices based on established accounts receivable schedules and terms. Analysed budgets and financial projections for accurate reporting of company performance. Compiled financial reports pertaining to cash receipts, expenditures and profit and loss. Generated financial statements and facilitated account closing procedures. Maintained integrity of general ledger including the chart of accounts. Analyzed monthly balance sheet accounts for corporate reporting. Optimized and managed spending through collaboration with key business leaders. Entered account information to document financial transactions. Maintained general ledger accounts and reconciled balance sheet accounts on a monthly basis. Analyzed accounting options to recommend financial actions. Analyzed financial data to identify variances from budgeted amounts and provided explanations for those variances. Managed fixed asset activity including capitalization, depreciation, transfers, disposals and

SKILLS

- Ability to multitask
★ ★ ★ ★ ★
- Ability to learn from mistakes
★ ★ ★ ★ ★
- Ability to work independently
★ ★ ★ ★ ★
- Accounting
★ ★ ★ ★ ★
- Ability to work under pressure
★ ★ ★ ★ ★
- Bookkeeping
★ ★ ★ ★ ★

HOBBIES

- Running
- Weight Lifting
- Surfing The Internet
- Watching Movies
- Traveling
- Reading

LANGUAGES

- Arabic
- English

reconciliations. Prepared, reviewed and analyzed financial statements to ensure accuracy of reported results. Reviewed invoices for proper coding prior to entry into accounting system. Generated general ledger, liability and capital accounted entries by compiling and analyzing account information. Performed month-end close process in accordance with GAAP principles. Developed complex Excel spreadsheets for use in analyzing financial data and preparing reports. Created and prepared adjusting journal entries..

Al Mazloun for trade and agencies

form [Accountant](#)

📅 Jan 2015 – Feb 2019

Managing customer accounts & preparing bills and discounts lists . Cash and check collections . Make the daily cash and non-cash transactions report and make Excel reports . Execute the accounting activities for the Treasury . Prepare and review daily Cash . Performing the day-to-day of accounting activities for The treasury . Maintained detailed records of all financial transactions including journal entries and account reconciliations. Posted journal entries by compiling and analyzing account information. Managed accounts receivable and accounts payable, assisting with transactional-level tasks. Owned balance sheet accounts, researching and clearing outstanding transactions. Researched and reviewed payments received to input into financial systems. Coordinated with vendors such as banks and insurance companies regarding payment processing, credit limits. Inspected cash on hand and notes receivable and payable to confirm accuracy of records..

Water Products Co.

form [Accountant](#)

📅 Jan 2014 – Nov 2014

Maintained accurate records of inventory levels, pricing and stock locations. Monitored stock control measures to ensure optimal inventory accuracy and turnover rate. Maintained detailed records of all financial transactions including journal entries and account reconciliations..

EDUCATION

Bachelor's degree

form [Faculty Of Commerce](#)

📅 Aug 2009 – May 2013

In 2013, I obtained a Bachelor's Degree from the Faculty of Commerce at Alexandria University, majoring in Accounting, with a grade of "Good.".

REFERENCE

Current Job

Accountant and booking Executive at info@divinggrace.com

✉ mohamedsobhy3210@gmail.com

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ADDITIONAL INFO

About Me

Highly organized candidate experienced in providing comprehensive clerical and administrative support. Proven track record of managing daily office operations, coordinating calendars, scheduling appointments, and handling incoming and outgoing calls. Adept at creating and maintaining filing systems and using office software applications. Committed to providing outstanding customer service, and ensuring the accuracy of administrative tasks. Detail-oriented professional with experience in records management, Microsoft Office, and customer service. Frequently praised as hard-working by peers, I can be relied upon to help your team achieve its goals. Hardworking professional with experience in office operations, administrative support, and customer service. Highly organized and self-motivated with excellent communication and interpersonal skills. Demonstrated ability to prioritize tasks and meet deadlines. Team-oriented Accountant adept at creating clear and comprehensive financial reports to present to senior management. Enjoys being part of dynamic team. Adept at managing budgets, payroll, invoicing and general accounting functions. Instrumental in keeping business operations fully compliant and working within budgetary guidelines. Able to work under pressure