

# Mohamed Abdel-hakim Aidi

Accountant

**Address** Dubai, UAE

**Phone** +971509915629

**E-mail** [mohammedhakim282@outlook.com](mailto:mohammedhakim282@outlook.com)

**Notice period** Immediately.

Adept at managing budgets, payroll, invoicing and general accounting functions. Instrumental in keeping business operations fully compliant and working within budgetary guidelines. Specializing in management of retail locations. Polished professional skilled at training employees on exceptional customer service etiquette and sales techniques.

## Work History

2023-1 –  
2024-09

### **Accountant**

Mahfouz Pharmacies, Alexandria

- Process accounts payable and receivable functions, including invoice processing, payment management, and collections.
- Prepare monthly, quarterly, and annual financial reports as required by the management or regulatory bodies.
- Regularly review financial data for accuracy and identify trends or anomalies.
- Act as the point of contact for financial matters with vendors, suppliers, and internal teams.

2020-06 –  
2023-01

### **Accountant Assistant**

Nourhan Badr Pharmacy, Alexandria

- Tracking payments to internal and external stakeholders
- Preparing budget forecasts
- Processing tax payments and returns

2018-01 –  
2020-05

### **Logistics Coordinator**

Yodawy LLC, Alexandria

- Plan and coordinate shipments, ensuring timely and accurate delivery of goods
- Monitor the status of shipments and resolve any issues that may arise during transportation.
- Coordinate with warehouse teams to manage the receipt, storage, and dispatch of goods.
- Prepare and provide reports on logistics and transportation costs to management.

## Skills

Financial Management		Excellent
Microsoft Office (Word – Excel)		Excellent
Budget Analysis		Excellent
Data Analysis		Very Good

## Education

2015-08 - **Bachelor Degree: Faculty of commerce (Business Administration)**  
2021-08 Alexandria University - Alexandria, Egypt

## Languages

Arabic (Native)  
English (Good)

## Interests

Sports  
Music