

# SAADANTAR ELBAHRAWY

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+971562082640 / saadantar111@gmail.com / www.linkedin.com/in/saadantar1 , Abu Dhabi , UAE

## CAREER SUMMARY

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As an accountant with 2 years of experience, skills in financial analysis, auditing, and compliance have been honed. Over the years, a deep understanding of accounting principles and procedures has been gained, allowing accurate management of financial records and preparation of comprehensive reports. Experience has also equipped with the ability to identify areas for improvement in financial processes and implement effective solutions. With a strong attention to detail and a commitment to accuracy, ensuring the financial health and compliance of the organizations worked with is strived for.

## WORK EXPERIENCE

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### Al-Maqami Engineering Consultancy and Interior Design | UAE

Accountant

Jan 2024 - Present

- Participating in the implementation of a new accounting system to collaborate with cross-functional teams.
- Responsible for receiving revenues from owners and contractors and disbursing petroleum contracts for cars.
- Recording financial transactions, including purchases, sales, receipts, and payments.
- Preparing financial reports, such as income statements, balance sheets, and cash-flow statements.

### Arab Corporation for International Trade | Egypt

Site Accountant

May 2023 - Oct 2023

- Reconciling financial records for the assigned site as accounts payable & receivable, and general ledger entries.
- Monitoring project expenses, ensuring adherence to budgetary guidelines and timely reporting of variances.
- Collaborating with project managers and site supervisors to track project costs and mitigate financial risks.

### El-Bahrawy Store | Egypt

Accountant

Dec 2019 - Feb 2023

- Recording financial transactions as purchases, sales and receipts using accounting software & manual systems.
- Preparing financial reports, such as profit and loss statements, balance sheets, and cash flow statements.
- Reconciling bank statements and monitor cash flow to ensure sufficient funds are available for operational needs.

### Holding Company for Water & Waste Water | Egypt

Intern as an Accountant at Treasure Department

Jul 2021 - Sept 2021

### CIB (Commercial International Bank) | Egypt

Intern as an Accountant (Financial Inclusion Summer Training program)

Feb 2021 - May 2021

## EDUCATION

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### Mansoura University

Bachelor's degree of Commerce, Accounting Department.

Grade: Good.

Sept 2018 - Jun 2022

## CERTIFICATES & COURSES

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- Certified Comprehensive Accountant from Mansoura University, 2022.
- FinTech Courses from American Chamber of Commerce in Egypt, 2021.
- Employment Skills Course from Mansoura University, 2020.
- English General Courses from American University in Cairo, 2020.

## PERSONAL SKILLS

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- Ability to analyze financial data and provide insights to support decision-making.
- Proficiency in reconciling accounts to ensure accuracy and completeness of financial records.
- Familiarity with accounting software packages such as QuickBooks, Saga50 (Peachtree), Al-Ameen Accounting.
- Proficient in using a range of technologies and programs as Microsoft Word, Microsoft PowerPoint, Microsoft Excel and Microsoft Access.
- Strong focus on accuracy and precision in financial data entry and analysis.
- Ability to identify issues, analyze root causes, and develop effective solutions.
- Clear and effective communication skills, both verbal and written, to interact with colleagues and clients.
- Ability to prioritize tasks and meet deadlines in a fast-paced environment.
- Ability to collaborate effectively with cross-functional teams and stakeholders.
- Basic understanding of tax laws and regulations relevant to financial reporting and compliance.
- Awareness of financial risks and ability to implement measures to mitigate them.

## LANGUAGES

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- Arabic: Mother Tongue.
- English: Good.

## PERSONAL INFO

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- Date of Birth: 2/2/2000.
- Military Service: Exempted.
- Marital Status: Single.
- Nationality: Egyptian.
- Religion: Muslim.



31/5/2024

## EXPERIENCE CERTIFICATE

### To Whom It May Concern

This is to Certify that Mr. SAAD ANTAR ALI HASSAN ELBAHRAWY  
(Passport No: A35274022) has been working In our organization as  
ACCOUNTANT since 13-1-2024 till 31/5/2024 .

His conduct and behavior is Satisfactory. He is sincere and hardworking.

He has a good capacity to execute the works. Under his workmanship many quality jobs  
have been executed to the Satisfactory of the clients.

### Job Description:

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- Recording financial transactions, including purchases, sales, receipts, and payments.
- Preparing financial reports, such as income statements, balance sheets, and cash-flow statements.

We wish him all the best and bright Career in the Future.

Mr. Nawaf Ahmed Rashed Ahmed AL Shehhi

General Manager

AL Moqami Engineering Consultant,

Masafi, Fujairah, UAE

