



# MOHAMED AHMED ABD EL HAMID

Accountant

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Production City, IMPZ, Dubai, UAE



Certificates

## PERSONAL INFORMATION

Date of Birth: 15/01/1982  
Nationality: Egyptian  
Marital status: Engaged  
Military status: Completed  
Driving License: Egyptian - International License

Memberships:  
- Traders Syndicate  
- Egyptian Society of Accountants and Auditors  
- Financial and Accounting Professions Syndicate

## EDUCATION

### Bachelor of Commerce: Accounting

Faculty of Commerce, Suez Canal University  
2003 Egypt  
• Grade: Good

## TRAINING / COURSES

International Financial Reporting Standards - IFRS  
Community Service Programs and Continuing Education (Currently studying...)

Professional Financial Accountant - PFA  
International British Academy, 2022

Qualified Accountant Diploma - QAD  
International British Academy, 2018

English Conversation Diploma  
Harvest British College, 2023

General English (Elementary, Pre-intermediate, Intermediate Levels)  
New Horizons Computer Learning Center, 2018

Microsoft Office Specialist Course (MOS 2019)  
New Horizons Computer Learning Center, 2020

## SUMMARY

A highly skilled financial accountant with more than 10 years of expertise in accounting, including managing and auditing daily financial transactions such as cash flow, accounts payable, accounts receivable, and financial statements. Proficient in preparing and overseeing payroll statements. Experienced in developing budgets and financial plans. Possesses strong communication skills to facilitate effective interaction among team members, clients, and financial institutions, all aimed at achieving the company's financial goals.

## EXPERIENCE

Accounts Manager 05/2021 - Present

Saeed Foundation for Exporting Agricultural Crops and Marble Egypt

### Responsibilities:

- Supervising and overseeing the operations of the accounting department.
- Reviewing contracts and all financial obligations.
- Implementing financial decisions made by the company's management.
- Receiving and organizing monthly and annual financial data.
- Communication with clients and banks for financial matters.

Accounts Manager 02/2018 - 04/2021

Al-Saeed Company for Transport and Customs Services Egypt

### Responsibilities:

- Supervising and controlling the operations of the accounting department.
- Managing the accounts cycle and daily accounting transactions including cash, suppliers and customers.
- Receiving and organizing monthly and annual financial data.
- Assisting in setting and supervising overall financial goals.

Accountant 01/2016 - 02/2018

Total Egypt Egypt

### Responsibilities:

- Preparing daily financial reports.
- Documenting daily financial transactions.
- Responsible for supplier accounts and treasury management.
- Gathering and analyzing financial and accounting data.

Accountant 11/2014 - 01/2016

Amer Group Egypt

### Responsibilities:

- Responsible for collecting from customers.
- Preparing daily financial reports.
- Preparing payroll and salary statements.
- Generating daily financial reports for the team.

## TRAINING / COURSES

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### Microsoft Office Specialist Course (MOS 2016)

New Horizons Computer Learning Center, 2017

### International Computer Driving License - ICDL Course

New Horizons Computer Learning Center, 2010

### Human Development and Human Resources Course (Seminars and Workshops)

Alexandria University, 2018

## EXPERIENCE

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### Accountant

10/2012 - 10/2014

### Ashraf Wagdy Al-Sayed's office

Egypt

#### Responsibilities:

- Preparing daily general ledger entries for accounting operations.
- Recording purchase transactions, accounting for suppliers, and payments.
- Recording sales transactions, customer accounts, and collections.
- Recording fixed asset transactions.
- Preparing adjustment entries and some tax declarations.
- Compiling audit schedules and financial statements.

## SKILLS

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### Career Skills

Leadership · Financial and Data Analysis · Accounts Receivable · Accounts Payable · Cash Management · Payroll Processing · Team Collaboration · Analytical Thinking · Decision Making · Critical Thinking · Adaptability and flexibility

### Computer Skills

MS Excel · MS Word · MS PowerPoint · QuickBooks · Peachtree

## LANGUAGES

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Arabic

Native

English

Very Good