

# Mohamed Elsayed Abdulraouf Mousa Bookkeeper

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## PROFILE

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Dedicated professional with experience in data entry, general accounting, and audit review. Skilled in maintaining accurate financial records and ensuring compliance with accounting standards. Proficient in accounting software and Microsoft Office, I excel in data management and financial reporting. Committed to teamwork and continuous learning in finance and accounting.

## PROFESSIONAL EXPERIENCE

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- Tarek Ahmed Mansour Chartered Accountants & Consultants, Auditor** Jan 2024 – Jul 2024  
Mansoura, Egypt
- Reviewing journal entries and discovering and resolving errors
  - Creating an electronic stamp or electronic signature
  - Posting to the general ledger and subsidiary ledger
  - Posting to the American journal
  - Preparing the trial balance, financial position statement, and income statement
  - Creating electronic invoices
  - Paying income taxes, withholding taxes, and value-added tax
  - Registering and renewing in the commercial registry and obtaining extracts
- Al-Laithi Factory, General accountant** Jul 2023 – Dec 2023  
Al-Mahalla al-Kubra, Egypt
- Assisted in preparing financial statements and reports.
  - Managed accounts payable and receivable processes.
  - Conducted reconciliations of bank statements and general ledgers.
  - Supported month-end closing activities and audits.
  - Maintained accurate records of financial transactions.
  - Recording incoming and outgoing
  - Dealing with customers and suppliers
  - Holding the treasury and disbursing cash
  - Disbursing salaries to workers and employees
- Al-Samaa, Data Entry** Jan 2023 – Jun 2023  
Al-Mahalla al-Kubra, Egypt
- Accurately entered data into information systems.
  - Reviewed data for errors and made corrections to ensure quality.
  - Organized files and documents efficiently.
  - Collaborated with the team to meet deadlines.

## EDUCATION

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- Faculty of Commerce, Tanta University** Sep 2018 – Jul 2022  
Tanta, Egypt
- I am a graduate of the Faculty of Commerce with a major in Accounting, equipped with strong analytical skills and a solid understanding of Management, Economics, and Statistics. My education has prepared me to make informed financial decisions and analyze the impact of economic factors on businesses. I aim to leverage my knowledge and skills in a professional environment to contribute to organizational success.

## LANGUAGES

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- Arabic
- English

## SKILLS

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- Strong understanding of GAAP and financial regulations.
- Proficient in Microsoft Office
- Excellent analytical and problem-solving skills.
- Bank reconciliation
- Communication skills
- Effective communication and teamwork abilities.
- Handling Money
- Customers service
- Ability to work under pressure.
- Strong organizational skills.
- Proficient in accounting software
- High accuracy in data entry.