

# MOHAMED BAYOUMY

## Chief Accountant

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### SUMMARY

Finance professional with a comprehensive background in accounting, financial reporting, and internal controls. Highly skilled in team leadership, process optimization, and streamlining financial operations to improve efficiency and accuracy. Adept at managing all aspects of accounting transactions, including monthly and annual financial closings, reconciliations, and audits. Strong ability to develop and implement financial policies and procedures that ensure compliance with regulatory standards. Proven ability to effectively communicate complex financial data to senior management and stakeholders, driving business decisions and strategic planning.

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### EDUCATION

Bachelor of Accounting, Faculty of Commerce

• 09/2014 - 05/2017

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### WORK EXPERIENCE

**Marseilia Group**

**02/2022 – 12/2024**

**Chief Accountant**

- Managed all accounting functions, including reconciliation of balance sheets, financial reporting, and monthly closings, ensuring compliance with local and international accounting standards.
- Led a team of accountants, implementing a collaborative work environment that enhanced team performance and professional growth.
- Streamlined financial processes, resulting in a 20% improvement in the speed and accuracy of monthly financial closings.
- Ensured that all financial transactions were accurately recorded in the general ledger, maintaining up-to-date and accurate records.
- Developed and implemented robust internal controls that reduced errors by 15% and improved audit outcomes.
- Worked closely with the CFO to generate detailed financial reports and strategic recommendations for company growth.
- Regularly audited financial documents to ensure that all transactions were compliant with company policies and local regulations.

**Marseilia Group**

**02/2019 - 01/2022**

**Senior Accountant**

- Prepared monthly and year-end journal entries, ensuring the accuracy of general ledger entries and financial reporting.
- Coordinated with auditors and financial controllers to ensure compliance with accounting standards during year-end audits.
- Conducted detailed reconciliations of financial accounts, resulting in a 10% reduction in discrepancies in balance sheet accounts.
- Managed monthly financial statements and maintained accurate records of company expenses, liabilities, and revenues.
- Led the preparation of tax returns and financial reports, ensuring timely submissions and compliance with tax regulations.
- Provided detailed financial analysis to support budgeting and forecasting efforts, contributing to more accurate financial planning.

**Accountant**

- Managed daily accounting operations, including handling cash transactions, accounts payable and receivable, and payroll.
  - Reconciled accounts and ensured the accurate posting of all financial transactions in the general ledger.
  - Prepared regular financial reports to track company expenditures and supported budgeting processes.
  - Assisted in the preparation of financial statements, improving accuracy and reducing reporting time by 15%.
  - Supported the preparation and review of tax filings, ensuring adherence to Egypt tax regulations.
  - Ensured timely processing of expense claims and vendor payments, enhancing cash flow management.
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**COURSES & CERTIFICATES**

- Accountant Diploma, British Academy 03/2018 - 08/2018
  - Certificate of attendance ( Commercial EXcel 2017) Arab Academy for Science, Technology & Maritime Transport 08/2017 - 09/2017
  - course in HR
  - course in ICDL.
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**SKILLS**

- **Financial Analysis:** Expert in preparing detailed financial reports, forecasting, budgeting, and conducting variance analysis.
  - **Microsoft Excel:** Advanced proficiency in Excel, including pivot tables, VLOOKUP, and complex formulas for financial reporting and analysis.
  - **Internal Controls:** Deep knowledge of implementing and auditing internal controls to ensure accuracy and prevent fraud.
  - **Financial Statements:** Expertise in preparing monthly, quarterly, and annual financial statements in compliance with IFRS.
  - **Tax Return Preparation:** Skilled in preparing and filing tax returns in compliance with local tax laws, including VAT and corporate tax.
  - **Audit Support:** Extensive experience coordinating with internal and external auditors, ensuring smooth and efficient audits.
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**LANGUAGES**

- English: Fluent (Written and Spoken)
- Arabic: Native (Written and Spoken)