



# MOHAMED DIAB

## Accountant

### EDUCATION

#### 6th Of October University- Egypt

October 2013 – May 2017

Bachelor of Business Administration – Accounting

### WORK EXPERIENCE

#### Chief Accountant at E-Connect Telecom Company - Egypt

Jan, 2020 – Sep, 2023

- Performed reconciliations between general ledger, bank accounts, and credit card accounts to ensure accuracy of financial information
- Developed and maintained an accurate and up-to-date accounting system that tracked expenses, revenues, and profits
- Used advanced Excel modeling to identify and analyze potential opportunities for cost savings and revenue growth
- Developed and implemented a set of internal controls to ensure the accuracy and integrity of financial data and reduce the risk of fraud
- Analyzed complex tax documents and prepared accurate tax returns for the company
- Coordinated with external auditors to ensure compliance with all applicable laws and regulations

#### Chief Accountant at Fitness Prime For Health Clubs - World Gym Egypt

Jun, 2022 – May, 2023 (Part Time)

- Developed and implemented a set of internal controls to ensure the accuracy and integrity of financial data and reduce the risk of fraud
- Analyzed complex tax documents and prepared accurate tax returns for the company
- Prepared financial statements for the company's board of directors that accurately reflected the company's financial health
- Developed and implemented an automated accounting system that improved financial data accuracy and processing time.
- Evaluated and negotiated vendor contracts to reduce operational costs and improve customer service

#### Accountant at E-Connect Telecom Company - Egypt

Jun, 2017 – Dec, 2019

- Making purchase orders
- Proof of entry and exit of stock through the warehouse system
- Follow up on customer requests through the sales department and issue sales orders

### PROFILE

Accountant with seven years of experience in account reconciliations, streamlining accounts, and financial planning.

### PERSONAL DETAILS

Sharjah  
United Arab Emirates  
+971503590711  
[acc.mdiab93@gmail.com](mailto:acc.mdiab93@gmail.com)  
[LinkedIn](#)

### DATE OF BIRTH

19-05-1993

### NATIONALITY

Egyptian

### DRIVING LICENSE

Available

### MILITARY SERVICE

Fulfilled

### LANGUAGES

Arabic  
English

### VISA

Employment Visa

## SKILLS

Microsoft Office  
Financial Reporting  
Payroll Processing  
Accounts Payable  
Accounts Receivable  
Tax Return Preparation

- Pricing, issuing invoices and sending them to customers
- Follow up on collections with customers
- Follow up on the renewal of maintenance contracts with customers and the sales department and do the necessary work
- Follow up with banks and make monthly bank reconciliations
- Follow up on the purchasing department, purchase orders, and examine purchase invoices
- Follow up on the internal operation and maintenance department and make necessary purchase orders
- Follow up on the advertising department and make necessary purchase orders
- Organizing the movement of the treasury, petty cash and advances
- Prepare the necessary reports and submit them to management
- Assisting other departments in achieving the organization's goals
- Recording transactions in the general journal, the ledger account, and the trial balance

### **Trainee at E-Connect Telecom Company - Egypt**

Oct, 2016 – May, 2017

- Training and understanding of the organization's mission
- Training and understand the warehouse cycle and product types in the organization
- Training and understanding of the organization's sales and purchasing system
- Training and understanding the organization's documentary cycle and billing

## COURSES

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- **PFA - Egyptian Commercial Syndicate**

## OTHER SKILLS

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- Preparing documents for establishing companies and finalizing government transactions
- Extracting and modifying commercial registry data
- Extracting and modifying tax card data
- Making all types of tax returns