

Mohamed Alaa

0507694373 | mohamedhamed255200@gmail.com | UAE, Abu Dhabi
Linkedin.com/in/mohamed-alaa-741a04328

SUMMARY

I am an English commerce graduated student with an experience of one year as an accountant in Egypt looking for opportunities in **Account, Finance, Sales.**

Personal Information

- Date of birth: 24/5/2000
- Nationality: Egyptian
- Marital status: Single

PROFESSIONAL EXPERIENCE

Accountant

EGYPT

Amon for Import and Export

2/2024-9/2024

- Managed financial transactions, including accounts payable and receivable.
- Checked the invoice detail for accuracy.
- Reconciled bank statements and ensured accuracy of financial records.
- Collaborated with cross-functional teams to resolve financial discrepancies.
- Preparing SOA.
- Accounting Software (LOGIC ERP Program).
- Filling VAT.

Key Achievements:

- Successfully implemented automated invoice processing, reducing processing time.
- Played a pivotal role in the preparation and submission of financial documents for external audits, resulting in clean audit reports.

PRACTICAL TRAINING

Trainee sales

EGYPT

MetLife Insurance

10/2023-12/2023

- Promoted and sold the companies insurance products and financial services.
- Identified the needs of clients and promoted the right product for them.
- Provided ongoing support to clients and addressed their questions and concerns.

EDUCATION

Bachelor of commerce English Section

2022

- Mansoura University

SKILLS

- Financial Analysis, Data Analysis, Microsoft Office, Data Entry and Management, Communication Skills, Attention to Detail, Analytical Thinking, Team Collaboration, Accounting Software, Sales and negotiation

Courses

- Microsoft Office Access
- Microsoft Office Word
- Microsoft Office Excel
- Microsoft Office PowerPoint
- Banking
- Soft Skills

Languages

- Arabic: First language
- English: intermediate