

# MOHAMED MOSAD MOWAFY SAAD ALI

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## SUMMARY

Results-driven Operations officer professional with extensive experience in recruitment, banking, accounting, inventory management, and sales. Successfully placed over 2,000 candidates, enhancing recruitment efficiency by 20%. In banking, managed transactions and customer relations, ensuring compliance and satisfaction. As an accountant, improved financial reporting accuracy and optimized cash flow. Skilled in inventory management, effectively tracking stock levels and supporting sales initiatives to drive revenue. Committed to delivering results across all operational areas.

## EDUCATION

Bachelor of Administration and Accountancy	2016
<ul style="list-style-type: none"><li>The Higher Institute of Computer, Technology and Business Administration Kafr El-Sheikh</li><li>Graduation Grade: Very Good</li></ul>	
Diploma in Business Administration Management	2018
<ul style="list-style-type: none"><li>Kafr El-Sheikh University</li><li>Graduation Grade: Very Good</li></ul>	

## PROFESSIONAL EXPERIENCE

Operations Officer	January 2021-September 2024
Alruwwad Recruitment Company, Uganda	
<ul style="list-style-type: none"><li>Spearheaded recruitment operations, placing over 2,000 candidates across various sectors while ensuring alignment with organizational goals.</li><li>Reduced recruitment processing time by 20% through the implementation of streamlined systems and process improvements.</li><li>Managed a team of 15 employees, achieving a 10% increase in overall productivity and employee retention through mentorship and targeted development programs.</li><li>Implemented cost optimization measures, successfully reducing operating expenses by 15%.</li><li>Led compliance efforts, working closely with the Ministry of Labor to ensure regulatory adherence and accurate reporting.</li><li>Utilized recruitment systems including Enjaz, Musaned, and EEMIS to enhance operational efficiency.</li></ul>	

Bank teller	August 2018-December2020
Arab African International Bank, Egypt	
<ul style="list-style-type: none"><li>Processed routine banking transactions such as deposits, withdrawals, payments, and transfers.</li><li>Handled customer inquiries, resolved issues, and provided information on bank products and services.</li><li>Maintained accurate records of transactions and balanced cash drawers daily to ensure error-free operations.</li><li>Identified opportunities to recommend banking products and services, enhancing customer satisfaction and meeting sales goals.</li><li>Adhered to bank policies and regulations, ensuring compliance with security procedures and financial protocols</li><li>Assisted in opening new accounts, processing loan payments, and issuing cashier's checks and money orders.</li><li>Ensured confidentiality of customer information and contributed to fraud prevention efforts.</li><li>Provided high-quality customer service and addressed customer concerns in a timely and professional manner.</li></ul>	

## Treasury Accountant

October 2017 - July 2018

### Elhrameen Flour Mill, Egypt

- Managed daily cash and check deposits for over 100 transactions weekly, ensuring accurate recording and compliance with financial policies.
- Enhanced the accuracy of financial reporting by streamlining processes, reducing errors by 10%.
- Prepared and reconciled daily financial statements and handled bank reconciliations, ensuring data integrity and timely submission.
- Assisted in managing the company's cash flow by handling receivable notes and ensuring the prompt collection of dues.
- Conduct a daily inventory of the quantity milled and the quantity sold and follow up the wheat inventory.

## General Accountant

August 2016- September2017

### Elwafaa Company E.S.C

#### Authorized agent for Coca-Cola, Egypt

- Conducted daily business transactions, ensuring accuracy and compliance with financial policies.
- Recorded and supervised accounts payable and accounts receivable to maintain financial integrity
- Managed data entry operations, handling large volumes of transactions with precision.
- Calculated and analyzed costs, expenses, revenues, and profits to inform strategic decision-making.
- Reviewing monthly warehouse reports, matching warehouse movement with purchase and sale invoices, and conducting the monthly inventory process.

## CORE COMPETENCIES

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- Microsoft Office Suite (Excel, Word, PowerPoint)
- Recruitment Systems (Enjaz, Musaned, EEMIS)
- Team Leadership & Employee Development
- Process Improvement & Optimization
- Financial Reporting & Analysis
- Budgeting & Cost Optimization
- Inventory Management
- Selling skills
- Customer Relationship Management
- Strategic Planning & Decision Making
- Cross-functional Collaboration
- Project Management & Execution
- Compliance & Regulatory Reporting
- Time Management & Multitasking
- Problem-Solving & Critical Thinking

## LANGUAGES

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- English : Proficient
- Arabic : Native