



Mohamed Basuony

CONTACT

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EDUCATION

Bachelor Of Commerce

Cairo University

2018

Diploma Of Financial Accounting

Cairo University

2021

PROFFESIONA SUMMARY

Detail-oriented and results-driven accountant with 2 years of experience in financial reporting and budgeting Proficient in utilizing [specific accounting software. to streamline processes and ensure accurate financial management. Adept at analyzing financial data, preparing detailed reports, and maintaining compliance with regulatory standards.

WORK EXPERIENCE

Accountant at Evergrow Company, Egypt, Cairo

Accountant, Apr 2022 – Oct 2024

- Maintained financial records and Monitored Financial Transactions.
- Assisted in the preparation of financial statements, Reports and Budgets
- Recorded financial transactions related to a business.
- Documented financial transactions by entering account information.
- Provided general administrative support to financial department.
- Matching invoices with purchase orders and delivery receipts.
- Supported accounts payable and account receivable functions, including process invoice, payments and reconciliations.
- Implemented electronic invoicing systems, reducing paperwork and enhancing data tracking.
- receivable balances.
- Collaborated with the sales team to address customer account issues.

SKILLS

- Problem-Solving
 - Multi-Tasking
 - Team Leading
 - Using Microsoft office.
 - Strong communication skills
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LANGUAGES

Arabic

English

PERSONAL DETAILS

Date Of Birth

6-9-1994

Nationality

Egyptian

Visa Status

Visit Visa

Misr Exchange Company, Egypt, Sharm El-Sheikh

Teller, Feb 2020 – Mar 2022

- Ensured the validity of foreign currency and verify the Client's ID card.
- Followed the Egyptian central bank policy during the transfer process.
- Recorded amounts received and prepared reports of transactions.
- Ensured anti-money laundering (AML) and counter-terrorist financing (CTF) protocols were followed in every transaction.
- Exceeded monthly sales goal.
- Provided exceptional customer service, advising clients on exchange rates, currency trends, and transfer services.
- Managed and updated exchange rates daily, ensuring correct rates are applied to all transactions.
- Trained new employees regarding money exchange procedures and cash drawer handling.

Al Ahli Exchange, Egypt, Cairo

Teller, Jan 2019 – Jan 2020

- Experienced in Currency Exchange and Cash Handling
- Attention to Detail: careful with documentation and transaction records to ensure accuracy and compliance.
- Exceptional ability to interact with clients, and provide information on exchange rates, and offer a high level of customer satisfaction.
- Familiar with Anti-Money Laundering (AML) regulations and Know Your Customer (KYC) policies.
- Professional in exchange any currency.

CERTIFICATION

- Certificate of professional financial accountant from public service center.
- Certificate in electronic accounting from public service center.
- Certificate in Microsoft office from public service center.
- Certificate of learn English from British Council.