

Abdelrhman Mobarez

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Summary

Organized and hardworking professional with a degree in accounting and a strong interest in administrative and financial roles. Adept at handling day-to-day office operations, preparing financial records, and supporting team goals. Ready to bring strong analytical and organizational skills to an entry-level position.

Education

Bachelor's Degree of commerce - Ain Shams University. Egypt

- Department: Accounting

Professional Experience

Accounting office (Egypt).

Accountant & Administrative assistant. [Jan2024 -Apr2024].

- Preparing accounting operations using Excel.
- Reconcile invoices and identify discrepancies.
- Enter financial transactions into internal databases
- Check spreadsheets for accuracy.
- Maintain digital and physical financial records.
- Participate in quarterly and annual audits.
- Review of tax return preparation (Value Added Tax).

Accounting office

Internship. [Oct2020-Dec2021].

- Participate in the preparation of payroll.
- Invoice review and receipt of cash and checks.
- Review of sales and collection operations.

Courses & Certificates

- English – American university in Cairo (AUC). [Oct 2024_Des 2025].
- CS50_ Harvard university. [Nov 2024_Mar2025].
- Egyptian Banking Institute (EBI). Financial plans_ leading businesses_ BM
- Data analytic _Google. [Nov 2024_Apr 2025].

- Financial accounting. (MIT) [Dec 2024_Apr 2025].
- Bookkeeping. (ACCA) [Dec 2024_Feb 2025].
- F&B management. (Uni Commerciale Luigi Bocconi) [Nov2024_Jan 2025].

Skills

- Mathematics.
- Microsoft Office.
- Communication skills.
- Management skills.
- Problem-Solving.
- Organizational.
- Leadership.
- Teamwork.

Languages

- Arabic.
- English.