

Curriculum Vitae

Mohamed Ramzy Khedr

Position: Accountant

Location: United Arab Emirates

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Date of Birth: 18 July 1998

Nationality: Egyptian

Marital Status: Single

Professional Summary

Highly motivated and detail-oriented Accountant with a Bachelor of Commerce and specialized diplomas in financial accounting and IFRS. Skilled in managing full-cycle accounting tasks including auditing, tax processing, financial reporting, and budget forecasting. Strong analytical skills, committed to data accuracy, financial integrity, and regulatory compliance.

Key Responsibilities

- Manage all accounting transactions and closings (monthly, quarterly, yearly)
- Prepare budget forecasts and publish financial statements on time
- Reconcile accounts payable and receivable
- Process tax payments and prepare returns
- Conduct financial audits and ensure accurate documentation
- Maintain confidentiality and perform regular backups
- Comply with internal financial policies and external regulations
- Report on financial health and liquidity of the organization

Education

Bachelor of Commerce – Tanta University, Egypt (2020) – Grade: Good

Certifications & Courses

- Higher Diploma in Accounting
- Diploma in Professional Financial Accounting (PFA)
- Certificate in International Accounting Standards (IFRS)
- 16-hour workshop: Accounting & Auditing – Consultative Group (22/08/2020)

Technical Skills

- Microsoft Office (Word, Excel, PowerPoint, Outlook, Teams)
- Windows OS
- Photoshop, Illustrator, InDesign, Sketch, After Effects, Cinema 4D

Personal Competencies

- Communication & negotiation
- Time/stress management
- Leadership and teamwork
- Creative problem-solving

Interests

Music | Photography | Coffee | Motorcycles | Drawing | Pets | Reading