MOHAMED ELSAYED METWALLY

MOBILE: (+2) 011 1177 5998 E-MAIL: MSAYEDMATRIX@GMAIL.COM

|  |
| --- |
| **PERSONAL INFORMATION** |

**Full Name**: **Mohamed Elsayed Metwally**

**Nationality**: **Egyptian**.

**Place of Birth**: **Doha, Qatar**.

**Date of Birth**: **9th of June 1992**.

**Marital status:**  **Married**

**Military status:**  **Exempted**

**Education: Faculty Of Commerce – Ain Shams University ‘ASU’. 2013**

|  |
| --- |
| **OBJECTIVE**  |

Seeking intellectually stimulating career with a multinational or national "Organization or Company” in the field of Accounting where my academic background & working experience can be applied & further enhanced.

|  |
| --- |
| **CAREER SUMMARY** |

`An accomplished Senior Accountant with over 10 years’ experience providing accounting services to a variety of companies within the private sector’

* General ledger accounting.
* Audit preparation.
* Financial reporting and analysis
* GAAP accounting principles.
* Experienced in ERP accounting systems.

|  |
| --- |
| **EXPERIENCE** |

1. **Senior Accountant (Multi Metal Factory) Egypt “2022 – Till Present”**
* Building accounting strategy.
* Coordinated the full month end procedure, including financial statements.
* Auditing the financial department’s team and supervising stores for projects costs.
* Suppliers, Taxes, banks and external auditors.
1. **Senior Accountant (Giza Electric For Modern Energy Solutions) Egypt "2019 – 2022 "**
* Prepared accounts and detailed management information for presentation to the leadership team
* Prepared monthly salaries for admins and labor
* Negotiated financial terms with subcontractors and suppliers.
* Preparation of monthly, quarterly and annual VAT and other taxes.
1. **Senior Accountant (Arak Holding ‘Group of Companies’) Qatar "2013 – 2019"**
* Responsible for supporting the Accounts Team with all accounting processes including AP, AR and reconciliations
* Preparing financial statements and accounts, GL.
* Maintained detailed accounting records in accordance with GAAP.
* Liaised with external auditors, managing the resolution of all financial irregularities.
* Prepared for and undertook detailed financial audits.
* Posted accruals and prepayments.
* Maintained the fixed asset register and prepared depreciation journals.
* Responsible for rent and collection department.
1. **Accountant (Matrix Group) Egypt "2010 – 2013"**
* Reconciling accounts.
* Processing payments, and maintaining accurate records of invoices and receipts.

|  |
| --- |
| **Training Courses** |

* ICDL "Windows, Word, Excel" – ASU 2012
* General English Course - Berlitze Egypt 2013
* Financial Accounting Course – RS Academy 2020
* Preparing CMA (Part 1) - In Act House 2023

|  |
| --- |
| **LANGUAGES** |

Arabic: Mother tongue.

English: Good.