



Mohamed Abbas Ahmed

EXPERIENCE

July 2023 - Current

Account Assistant Khaled Gaber Office | Alexandria, Egypt

- Managed daily bookkeeping functions with attention to accounts receivable, accounts payable, banking reconciliation and disbursements.
- Prepared month-end closing entries for detailed reporting and record keeping.
- Communicated with vendors and clients to facilitate timely payments and reduce outstanding accounts receivable balances.

November 2019 - June 2023

Treasury Officer Fathy Hamed | Alexandria, Egypt

- Advised key bodies, management boards and budget holders on financial decisions using precise and accurate financial analysis.
- Controlled cash flow and expenditures on [System], promptly flagging up suspicious transactions and inaccurate data for investigation.
- Monitored spending activity and resolved operational issues swiftly to maintain smooth-running of business operations.
- Delivered monthly close process, analysing transactions and preparing required journals.

June 2017 - August 2019

Technical Support Analyst Xceed | Alexandria, Egypt

- Troubleshoot FIX connectivity and protocol issues and performed onboarding and training for [Job title].
- Installed and trained staff on internal VOIP calling system.
- Provided extensive support and analysis to financial institutions on all hardware, software and UI issues.

February 2013 - April 2017

Finance & Accounts Executive Fathy Hamed | Alexandria, Egypt

- Performed regular, detailed audits to verify accuracy of financial documents, expenditures and investments.
- Kept up to date with developments in public sector financial and management accounting practices.
- Took proactive approach to risk management, identifying and addressing risks and issues for swift resolution.

EDUCATION

2012

good | Information System
seyouf Collage , Alexandria

- Dissertation in [Area of expertise]
- [Type] Academic Achievement Award
- Coursework in [Area of expertise]
- [Degree] Graduate

2007

good | electric
Don Bosco , Alexandria, ALX

- Dissertation in [Area of expertise]
- [Type] Academic Achievement Award
- Coursework in [Area of expertise]

LANGUAGES

English, Arabic: First Language

Italian: A2
Elementary

6 street Elnasr Green plaza

Sedy gaber Alexandria ,
Alexandria 25200

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Abassn692@gmail.com

PROFESSIONAL SUMMARY

Diligent bookkeeping professional experienced in maintaining accurate, up-to-date company accounts. Meticulous and methodical in managing financial records and documentation.

Competent planner successfully completing tasks to deadline.

Productive employee with proven track record of successful project management and producing quality outcomes through leadership and team motivation.

Works with clients to determine requirements and provide excellent service. Competent and detail-orientated Accounting Assistant well-versed in accounts payable and receivable management, financial forecasting, budgets and payroll. Talented in identifying and correct errors to ensure impeccable accuracy. Committed to achieving team objectives and driving company development. Proactive communicator with a solid foundation of trustworthy and dependable performance.

CORE QUALIFICATIONS

- Cooperation in the work Good behavior Team building Problem solved
- Processing expense requests
- Updating procedural documentation
- SAGE accounting
- Invoice processing
- Microsoft Excel
- Knowledge of [Software]