

Maha Adel Attia

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Accounting Manager

[LinkedIn](#)

Egypt

Highly skilled and detail-oriented accounting and administration professional with strong financial management, auditing, and purchasing background. Possessing a Bachelor of Commerce degree in Accounting and Auditing, excelling in financial analysis, budgeting, and reporting. Expertise in vendor management, contract negotiation, and supplier relationship management, optimizing supply chain operations and driving cost savings. Experienced in remote work environments, demonstrating self-motivation and organizational skills, delivering high-quality work within deadlines, and exceeding client expectations. Seeking challenging freelance or remote opportunities in accounting and administration to leverage expertise in providing value-added solutions and driving business success.

Skills

- Financial Analysis
- Budgeting
- Financial Reporting
- Audit
- Financial Statements
- Cash Flow Management
- Risk Assessment
- MS Office
- Internal Controls
- Financial Planning
- Negotiation
- Cost Control

Work Experience

Accounting Manager

Industrial Union Factories Company | 2004 - 2009

Key Achievements:

- **Successfully managed financial aspects of multiple exhibitions**, ensuring accurate budgeting, expense tracking, and cost control measures, resulting in significant cost savings for the company.
- **Developed and implemented efficient accounting systems and procedures specifically tailored to the unique requirements of exhibition management**, resulting in streamlined processes and improved financial reporting accuracy.
- **Oversaw the preparation of comprehensive financial reports and statements**, ensuring compliance with accounting standards and regulatory requirements, and facilitating accurate financial analysis and forecasting.

Accountant

Industrial Union Factories Company | 2001 - 2004

Key Achievements:

- **Successfully managed the purchasing process for Industrial Union Factories Company**, ensuring timely procurement of materials, equipment, and services while maintaining cost-effective practices.
- **Developed and implemented efficient purchasing strategies**, including vendor selection, negotiation, and contract management, resulting in cost savings and improved supplier relationships.
- **Prepared and analyzed reports on purchasing activities**, including cost analysis, inventory levels, and supplier performance, providing valuable insights for decision-making and process improvement.

Education

- **Bachelor of Commerce - Accounting and Auditing Division**, Cairo University

Languages

- **Arabic:** Native
- **English:** Good