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| **PERSONAL INFORMATION** | Mohamed Sayed Mohamed |
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|  | Rigai, Kuwait |
| 99320132 |
| Mmzd3@yahoo.com |
| Sex Male | Date of birth 13/3/1996 | Nationality Egyptian  Marital Status : Married |

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| **Working experience**:  From 1st of November 2020 till February 2023:  **Accountant officer** in Alfa tech for electric supplies.  Tasks:   * Receive transactions, ensure supporting documents attached are accurate and complete and record accounting entries in t he system in a timely manner for the assigned project.   Record of transfers received from the clients in the system .participate in hosting Audit visits (external &internal)   * Publish financial statements in time. * Handle monthly, quarterly and annual closings. * Ensure timely banks payments. * Prepare budget forecast. * Manage all accounting transactions. * Comply with financial policies and regulations. |  |
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| From 1st of January 2019 till 15th of October 2020:  **External audit** accounting experience house.  Tasks:   * Collating and checking analyzing spreadsheet data. * Performed various audit assignments for clients in different industries (Manufacturing, Oil & Gas,Trading & Services) * Conducted preliminary and substantive analytical procedures for the significant changes regarding the overall company’s FSLI program lead on Village savings and loans association * Participated in writing up the final audit report * Planned the audit to understand, evaluate and validate the client’s control environment and control activities, to identify risk areas and control weaknesses   **From 1st of July 2015 till September 2015:**   |  | | --- | | Intern with **RTI–Primary Learning Project (PLP) USAID funded** Project in Administration Department  Tasks:   * Handling the reception area with receiving visitors and direct them to the concerned employees. * Receiving and sending all letters, faxes and filtering and deliver to concerned persons and do filling. * Support in logistics in training events (reservation the place-purchase office supplies-handling advances settlement with Finance department) * Support HR Assistant in HR work like Medical insurance follow up, leaves tracking, filling and recruitment.   **Volunteer works**   * Volunteer with Coca Cola Company in yearly event in Cleaning Beaches in Ein Sokhna * Renovation and Cleaning for Gezeret El-Dahab area * Volunteer with Resale NGO in many activities in Fayoum Governorate * Training in Lamar Factory for one week in accounting | |  |

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| **EDUCATION AND TRAINING** |  |

June 2018 Bachelor degree faculty of commerce

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| August 2019  November 2017 | HR Management Diploma from British Foundation and HRCI  Mini MBA from Diplomatic Training Centre |  |
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| PERSONAL SKILLS |  |

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| Mother tongue(s) | Arabic | | | | |
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| Other language(s) | UNDERSTANDING | | SPEAKING | | WRITING |
| Listening | Reading | Spoken interaction | Spoken production |  |
| English | Very Good | Very Good | Very Good | Very Good | Very Good |
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| Communication skills | * Very good communication skills and Human relations gained from traveling and living abroad and dealing with different nationalities and cultures. * Customer Oriented * Self-motivated * Stress Tolerant |

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| Computer skills | * good command of Microsoft Office™ tools, Internet |

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