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

|  |  |
| --- | --- |
| **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.
 |   |
|  |  |
| 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
 |

 |  |

|  |  |
| --- | --- |
| **EDUCATION AND TRAINING** |   |

June 2018 Bachelor degree faculty of commerce

|  |  |  |
| --- | --- | --- |
|  August 2019 November 2017   | HR Management Diploma from British Foundation and HRCIMini MBA from Diplomatic Training Centre  |  |
|  |

|  |  |
| --- | --- |
| PERSONAL SKILLS |   |

|  |  |
| --- | --- |
| Mother tongue(s) | Arabic |
|  |  |
| Other language(s) | UNDERSTANDING  | SPEAKING  | WRITING  |
| Listening  | Reading  | Spoken interaction  | Spoken production  |  |
| English | Very Good | Very Good | Very Good | Very Good | Very Good |
|  | . |
|  |  |

|  |  |
| --- | --- |
| 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
 |

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

|  |  |
| --- | --- |
|  |  |