



MOHAMEDMAGDY MOHAMED

SENIOR ACCOUNTANT

ABOUT

Experienced financial Professional with 9 Years of Demonstrated History of Working in Different Industries in Entry & Managerial levels, I'm looking for a senior accountant, Career Path where I can Make the Best use of my skills and pursue lifelong learning and growth

PROFESSIONAL SKILLS

- The ability to communicate and share information with others.
- Good command of handling any problems that may obstruct the work. The ability of working under pressure
- Focusing on details in any project assigned to me.
- Ability to analyze a large volume of complex financial information from many sources and create Reports, forecasts and projections.
- Ability to prioritize and organize workload to ensure deadlines are met.
- Teamwork and Leadership skills (Achieving the goals of teams I belong or lead).
- Innovation and Efficiency (Finding new ways to do things better and easier)
- Interpersonal skills (Maintaining client's satisfaction through negotiation abilities).
- Self-learning (Expanding my skills and knowledge vertically and horizontally).
- Teaching others (Willingness and ability to share my knowledge with others).
- Have a powerful presentation skill

CONTACT

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SOCIAL

Linked In:
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WORK EXPERIENCE

SENIOR ACCOUNTANT

Butlers Chocolate Café & Atayeb Al-Reef Company For Catering services|
Dec 2019- Present

- Managed and prepared journal entries and reconciliations to support monthly general ledger closing activities.
- Performed biweekly payroll and updated employee records.
- Completed month and year-end close procedures, and reconciled all bank accounts.
- Analysed files and accounts for discrepancies and resolved variances.
- Generated and submitted invoices based upon established financial schedules.
- Reviewed and processed employee expense reports and vendor invoices for payment.
- Set up and improved accounting systems and processes to meet business needs and maximize effectiveness of operations.
- Collected and arranged information and entered details into computer database.
- Reviewed and processed client payments, including electronic payments and check deposits.
- Reconciled accounts and reviewed all materials, including surplus, income, expense data, net worth and assets.
- Partnered with auditors to prepare yearly audits and ensure compliance with governmental tax guidelines.
- Investigated and resolved variances in digital and physical records to promote record integrity.
- Completed daily accounting tasks including tracking funds, preparing deposits and reconciling accounts.
- Maintained integrity of general ledger, including chart of accounts.
- Filed tax returns and prepared governmental reports in compliance with strict standards.
- Organised and carried out efficient month-end, quarterly and year-end processes.
- Compiled general ledger entries on short schedule with nearly 100% accuracy.

EDUCATION

University: Faculty of Commerce
Qualification: Bachelor of Commerce.
Field of Study: Accounting Department
Graduation: 2009

LANGUAGE SKILLS

Tongue language: Arabic.
Very Good command of both written
and spoken: English

PERSONAL INFORMATION

Date of Birth: 18/09/1987
Marital Status: Married
Military status: Exempted
Religion: Muslim
Nationality: Egyptian

SENIOR ACCOUNTANT

Joody Factory for Meat Processing| Jan 2017 -Nov 2019

- Handling NCB Bank Account like Transferring, Deposits etc...
- Follow up all suppliers like statements of accounts and prepare the payments for them.
- Follow up all customers like statements of accounts, prepare the invoices and prepare cash receipts voucher.
- Follow up the spare parts inventory like Receipts and issues.
- Handling petty cash replenishment for the factory.
- Follow up the depreciations assets
- Implementation new ERP system called (SAGE X3).
- Work on data loader program and prepare the data base report for new ERP system and upload it.
- Revision all purchases orders received from purchasing department and comparing with the stock level in the Warehouse and take the decision with the required quantity.
- Senior Inventory & costing controller: (Reporting TO CHEF ACCOUNT & Manager Factory).
- Revision all transactions (additions, issues and return) with warehouse team & solve any problem with them.
- Comparison between additions, purchase order & invoice. Make physical count in warehouse to determine balance of all inventories analysis materials quantity variance
- Run inventory & costing closing and Prepare report to all management levels.

SENIOR ACCOUNTANT

Hungry Bunny Company W.L.L. Dec 2012 -Dec2016

- Review of Recording of Journal Vouchers/Invoices of Head office Petty Cash.
- Review of Recording of Journal Entries/Invoices related to HR (Salaries, Iqama, Work Permit, GOSI and Medical & Incentives) & other Governmental Payments.
- Review of Vacation Settlement, Salaries before & after the Disbursement & End of Service Calculations, Provided by HR Department.
- Review & Posting of All the Payments in Sage along-with direct payments made through Journal Vouchers, Like Salaries, and End of Service & Leave Salary Payments.
- Review of the Billing & Payments of Marketing and Other Services Suppliers.
- Review of Inventory Supplier Payments related to Warehouse & Restaurants.

Joining Human Resources for Two Months.

- Handling Joining Reports.
- Leave Applications approvals & Calculation for Leaves Salary.
- End of Service Calculations/Resignations approvals.
- Updating Soroof System with respect of he Reports For Joining/Leaves & end of Service.
- Forwarding of HR Payment Requests after Approval from HR Manager.
- Payment Requests For Advances against Salary/House Rent Etc.

GENERAL ACCOUNTANT

Omar Bin Al-Khattab Pharmaceutical May 2010 -Nov 2012

- I worked in the accounting of payments suppliers and make payments report for all suppliers monthly.
- Follow up prices movement every month and provide a monthly report to the Director of Financial
- Reconcile vendor statements.
- Receiving cash money daily from sales persons & exchange daily amounts payable to suppliers and closing book safe every day.
- Follow up all sales persons and manger sales and make report about daily sales.
- Reviewing all statements of customers and matching balance with customers

Thank you for taking time in reading my CV.



The Board of Directors of the
Corporate Finance Institute® have conferred on

Mohamed Magdy Mohamed Shawky

who has pursued studies and completed all the
requirements for the certificate of

Accounting Fundamentals

with all the rights and privileges
pertaining to this certificate.



Certificate number

36752811

Tim Vipond

Chair of the Board

Scott Powell

Director

Liza Dalian

Director

Aug 12, 2021