

Celine Mostafa

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SUMMARY

- Accomplished Accounting Manager with a strong foundation in Economics and Management, bringing a blend of technical expertise and strategic insight to drive financial performance and operational efficiency.
- Generated over \$31M in invoiced revenue while managing multi-million-dollar accounts, demonstrating strong project oversight and timely delivery.
- Results-driven leader skilled in optimizing operations and guiding teams to achieve project goals and business objectives.
- Proficient in utilizing advanced technologies and data analysis to enhance decision-making and streamline project processes.
- Proven track record in corporate and logistics environments, focusing on data-driven strategies and innovative solutions to improve efficiency and project effectiveness.

EDUCATION

University of Texas at Arlington

Bachelor of Business Administration in Economics and Management

Arlington, TX

May 2023

SKILLS

Project Management: PMP Certified, Team Leadership, Problem Solving, Process Improvement

Financial & Analytical: Financial Analysis, Financial Reporting, Data Analysis, Full-cycle accounting, reconciliations, AP/AR

Technical Skills: Microsoft Office Suite, Record Keeping Procedures, QuickBooks, Excel (Advanced), SQL

EXPERIENCE

Accounting Specialist – Cash Audit Department

Nov 2023 - Aug 2024

7-Eleven Corporate (Contract position)

Dallas, TX

- Managed cash report audits for 8-12 regional markets, overseeing financial operations across 1,000+ retail locations to ensure accuracy and compliance.
- Worked closely with finance, operations, and audit teams to resolve discrepancies, improve reporting accuracy, and ensure accountability at the store level.
- Produced detailed financial reports and journal entries using Microsoft Office Suite, contributing to monthly financial close and strategic decision-making for market performance improvement.

Accounting Manager

Aug 2020 - Oct 2023

Leon Logistics LLC

Dallas, TX

- Led financial management of over 500 trucking loads annually, supporting more than 35M in revenue and coordinating with operations to optimize project timelines and resource allocation.
- Coordinated a project to implement new record-keeping systems, resulting in a 20% reduction in errors and improved team efficiency, facilitating overall workflows.
- Managed a payroll system for 25 employees, ensuring 100% accuracy in transactions and timely payments.
- Provided financial insights for strategic decisions and led an accounting team to ensure accurate reporting and alignment with company goals.

Accounting Manager

Aug 2017 – Jun 2019

Ayat Logistics

Dallas, TX

- Managed invoicing for over \$31M in revenue, ensuring accuracy and timely billing.
- Improved workflows using Microsoft Access, cutting down on errors and boosting efficiency.
- Led compliance audits and implemented cost-saving measures to enhance financial accuracy.
- Played a role in strategic planning and mentored team members to support their development.

Staff Accountant

Aug 2016 – Jun 2017

Ayat Logistics

Dallas, TX

- Provided administrative support to the accounting team and collaborated on financial reporting tasks.
- Worked closely with senior accountants on monthly financial close processes and reconciliations.
- Contributed to strategic planning efforts and guided team members to support their professional growth.