



Contact:-

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Email

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Education

Sep 2018 – May 2022

Bachelor of Commerce, Accounting Department - English Section

Tanta University, Gharbia, Egypt

Relevant Courses: Accounting Principles,
Cost Accounting, Intermediate
Accounting, Managerial Accounting,
Auditing, Business, IT, and AIS
Grade: Good

Skills

- Word
- Excel
- PowerPoint
- Communication, Time Management
- Attention to Detail
- Problem-Solving
- Teamwork

Language

Arabic: Native

English: Professional Working
Proficiency

Mohamed Mostafa Arafaat

Accountant

Detail-oriented and dedicated accounting professional with a strong foundation in financial principles. Adept at managing accounts, preparing accurate financial reports, and ensuring compliance with regulatory standards. Possesses a proven ability to contribute effectively in a dynamic work environment and eager to leverage expertise to support organizational goals.

Experience

2022-2023

Accountant - Taiba Import and Export

- I evaluated the inventory and prepared the financial statements accurately. I have managed accounts payable and receivable, ensuring that financial transactions are performed in a timely manner.
- Assisted in budget preparation and provided insights into financial performance

2021-2022

cashier - TAQA (gas station)

- I register and process internal customer transactions. Externals through this cashier system include payment of plant bills and fuel sales and other products
- Monitoring station inventory. I follow stock levels for fuel and other products, and I take notes when I need to resupply

2020-2021

Sales representative-EL-KADY for metal industries and sanitary ware

- Strong understanding of the products and services being sold, enabling effective communication of features and benefits to customers.
- Experienced in tracking sales performance, managing CRM systems, and preparing reports

2019-2020

Assistant Contractor - EL-Swedi Electric

- I supervised a team of workers in the metro development project, ensuring the completion of tasks on time. Coordinated daily operations and collaborated with engineers to meet project specifications

Courses

2019-2021

Professional Financial Accountant (PFA) in Accounting, Taxation, Cost Budgeting, Auditing

The Higher Institute of Computer, Information and Technology Management, Tanta

2024

MS Office:

- Advanced proficiency in Microsoft Excel, focusing on financial modeling and data analysis.
- Solid command of Microsoft Word for professional document preparation.
- Skilled in creating impactful presentations using Microsoft PowerPoint.

2024

Accounting Principles - Tutor: Ahmed Anber

- Mastered the preparation of detailed financial statements.
- Developed expertise in financial analysis, budgeting, and reporting