

MOHAMED AHMED ABDELFATTAH

 mido958810@gmail.com  **48 Ali Farag Street, 6th October – Boulaq Aldakrou**  **01121185708**

Ambitious and detail-oriented Accountant with solid experience in financial reporting, account management, and data analysis. Skilled in applying accounting standards, optimizing financial processes, and supporting decision-making through accurate and timely reports. Seeking to contribute expertise and add value within a reputable organization by driving efficiency, ensuring compliance, and supporting sustainable business growth.

EDUCATION

Bachelor of Business – Accounting Department, 6th of October University | 2019 – 2023

High School – El Orman Military Secondary School for Boys | 2016 – 2019

EXPERIENCE

Accountant – Krno Pack for Plastics **May 2025 – Present**

- Prepare and review daily, monthly, and quarterly financial reports.
- Record and reconcile accounts payable and receivable.
- Manage invoices, receipts, and financial documents on time.

Accountant – Office of Accountant Mohamed AbdelRaouf **2024 – 2025**

- Prepared balance sheets, income statements, and cash flow reports.
- Monitored expenses and revenues to ensure accuracy.
- Assisted in tax filings and compliance with regulations.

Military Service (Administrative & Accounting Tasks) **2024 – 2025**

- Designed and managed official letters and correspondence.
- Prepared and edited financial and administrative reports.
- Created and delivered data presentations and reports.

Sales Representative **2020 – 2022**

- Promoted and sold products to achieve monthly sales targets.
- Built and maintained strong customer relationships.
- Conducted negotiations and closed deals effectively.

TRAINING & CERTIFICATIONS

- English Course – AUC | 2023 – Present
- ICDL Certificate – RCC | 2023

TECHNICAL SKILLS

- Financial Reporting & Analysis
- Accounts Payable & Receivable Management
- Budgeting & Cost Control
- Tax Preparation & Compliance
- Bank Reconciliation
- Microsoft Excel (Advanced Functions, Pivot Tables, VLOOKUP)
- Microsoft Word, PowerPoint & Outlook

PROFESSIONAL & SOFT SKILLS

- Strong Decision-Making & Problem-Solving
- Analytical & Critical Thinking
- Time Management & Multitasking
- Team Collaboration & Leadership
- Accuracy & Attention to Detail
- Communication & Negotiation Skills
- Adaptability & Stress Management
- Organizational & Planning Skills

LANGUAGES

- Arabic: Native
- English: A2 (Improving – Present)