Peter Adel

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Certificates Link

Professional Summary

Dynamic and detail-oriented Senior Accountant with over 7 years of experience in accounting, financial reporting, budgeting, and compliance. Proven expertise in developing and implementing accounting systems, automating workflows, and creating data-driven financial dashboards using Excel, Power BI, and Python. Skilled in risk analysis, auditing, and managing accounts receivable/payable with precision. Adept at using ERP systems, streamlining processes, and delivering accurate financial insights to support strategic business decisions. Seeking to leverage advanced data analysis and accounting expertise to contribute to a progressive organization.

Education

Bachelor of Commerce | July 2009 – July 2013
- South Valley University (SVU) — Qena, Egypt

Work Experience

Senior Accountant | Full Concept Entertainment — Hurghada, Egypt | March 2018 – Present
Responsibilities
- Conducting risk analysis evaluations and internal audits, ensuring financial compliance and accuracy.
- Developing and implementing a complete accounting system, including Chart of Accounts, daily entries, trial balance, and income statements.
- Preparing annual budgets, forecasts, and comprehensive management reports.
- Establishing customized chart of accounts and automating financial processes in Excel.
- Recording, posting, and reconciling daily transactions to general and assistant ledgers.
- Overseeing cash controls, monthly financial analyses, and bank reconciliations.
- Analyzing accounts receivable, accounts payable, and monthly operational, administrative, and marketing expenses.
- Creating automated financial dashboards using Excel and BI tools.

Achievements:
- Developing integrated financial systems and dashboards, improving reporting efficiency.
- Preparing annual budgets and forecasts with 95% accuracy in cost estimation.

Accountant | Meka Trade Company — Cairo, Egypt | July 2017 – March 2018
Responsibilities
- Processing accounting transactions using Oracle ERP system.
- Auditing accounts and customer bills to ensure accuracy and compliance.
- Preparing sales invoices and managing billing operations.
- Supporting monthly financial reporting and reconciliations.

Accountant | El Alnboli Company — Qena, Egypt | January 2016 – July 2017
Responsibilities
- Auditing sales invoices and representatives' transactions for accuracy.
- Recording customer indebtedness and managing collections.
- Ensuring precision in daily accounting operations and ledger updates.
- Contributing to monthly reporting and financial reconciliation processes.

Career Skills

- **Financial Reporting & Analysis:** Preparing accurate financial statements, reports, and forecasts.
- **Budgeting & Forecasting:** Developing annual budgets and financial forecasts to optimize cost management.
- **Auditing & Compliance:** Conducting internal audits and ensuring adherence to accounting standards.
- **Accounts Management:** Managing accounts payable and receivable, reconciling transactions, and maintaining ledgers.
- **Data Analysis & Visualization:** Cleaning, transforming, and analyzing data to create actionable insights.
- **Process Automation:** Streamlining accounting workflows and dashboards through Excel, Power Automate, and Python.

Personal Skills

- Communication
- Teamwork
- Attention to Detail
- Management
- Problem Solving
- Adaptability

Software Skills

- Microsoft Excel
- Power BI
- Tableau
- Looker Studio
- Power Query
- Python
- SQL
- Power Automate
- Oracle ERP

Certifications & Courses

- **ICDL Certification**
- **Professional Data Analysis (Machinfy, 11/2023 – 02/2024)**
  - Using advanced Excel formulas and functions
  - Creating data visualizations with Power BI, Tableau, and Looker Studio
  - Executing SQL queries for data extraction and manipulation
  - Automating reports with Power Automate

Projects

- Developing financial system using Excel
- Analyzing and visualizing data with Python and Power BI
- Cleaning and transforming data for reporting and dashboard creation

Languages

- **Arabic –** Native Speaker
- **English –** Fluent

Personal Information

- **Date of Birth:** 01/05/1990
- **Nationality:** Egyptian
- **Marital Status:** Married