

## MOHAMED AHMED MOHAMED

### ACCOUNTANT

☎ +971 503054627 | ✉ mohame2dah@gmail.com | 📍 Sharjah, United Arab Emirates |

### SUMMARY

Detail-oriented and reliable accountant with strong experience in financial reporting, cost control, and tax compliance. Skilled in using accounting systems and tools to ensure accurate data entry, audit compliance, and insightful analysis. Demonstrates strong teamwork, time management, and the ability to thrive under pressure. Looking to contribute to a dynamic finance team.

### PROFESSIONAL EXPERIENCE

- **AP Accountant**

**Kingdom Gourmet W.L.L – Kingdom Of Bahrain**

**Jan 2024 – Jul 2025**

- Handled purchasing operations, supplier coordination, and payment processes.
- Recorded and processed purchase journal entries.
- Managed inventory data and monitored stock efficiency.
- Audited supplier invoices and posted in QuickBooks system.
- Prepared monthly and quarterly reports.
- Managed daily sales encoding and VAT filing.
- Assisted in preparing financial statements and management reports.

- **Accountant**

**Mostafa Mahmoud's Office for Accounting – Egypt**

**Nov 2021 – Nov 2023**

- Utilized Tally for recording financial transactions, posting journal entries, managing disbursements, and maintaining accurate account records.
- Audited businesses and prepared tax returns.
- Assisted in preparing clients' financial statements and tax reports.
- Collected and analyzed financial data for decision-making.

- **Payroll Coordinator – Internship**

**Head Company – Egypt**

**Jun 2021 – Oct 2021**

- Prepared payroll accurately with allowances and deductions.
- Handled income tax and social insurance calculations.
- Reported payroll issues and changes to management.

## SKILLS

- Advanced user of Microsoft Office Suites.
- Experience in using QuickBooks for Handling Invoices, Purchases, Expenses, Bills, and Bank Statement reconciliation.
- ERP Systems (QuickBooks Online, Tally, IDS).
- VAT Filing, Corporate Tax, Financial Reporting.
- Tax Compliance, Inventory Control.
- Team Collaboration, Time Management.

## LANGUAGES

- Arabic: Native
- English: Good

## CERTIFICATIONS & COURSES

- PFA (Professional Financial Accountant)
- CCA (Certified Cost Accountant)
- ICDL (International Computer Driving License)

## EDUCATION

- Bachelor of Commerce – Risk Management

Cairo University – Egypt

Graduated: 2022