

# SEIF EL-SAYED MOHAMED

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## PROFESSIONAL SUMMARY

**Tech-driven Accountant and Operations Specialist** with a Bachelor's in Management Information Systems (MIS) and **1 year of professional experience** in dynamic operations and finance. Currently specializing in customs accounting and actively pursuing Front-End Development skills. Proven ability to **design Excel-based systems** for financial tracking and **streamline operational workflows**, aiming to bridge financial accuracy with technological efficiency in a challenging environment. Highly skilled in problem-solving and rapid learning.

## CORE TECHNICAL & FINANCIAL SKILLS

- **Financial & Data Management:** General Ledger (Debits/Credits), Customs Accounting, **Cost Tracking (Job Costs/Transfers)**, Financial Reconciliation, **Advanced Microsoft Excel (Formulas/Pivot Tables)**.
- **Information Technology (MIS):** IT Systems Administration, Data Management, ICDL Certified.
- **Operational & Soft Skills:** Problem Solving, Continuous Improvement, Time Management, Teamwork.
- **Development:** Front-End Development (Beginner level).

## PROFESSIONAL EXPERIENCE

### Accountant, Alexandria Customs Company

2025 – Present

- **Spearheaded** complex financial reconciliation and customs documentation, ensuring 100% compliance for high-volume import/export operations.
- **Coordinated** daily documentation flow with logistics and shipping teams to **accelerate clearance procedures** and reduce bottlenecks.
- Implemented proactive adjustments to accounting processes, enhancing data accuracy and reporting reliability.

### Assistant Accountant and Storekeeper, Big Brand

2022

- **Designed and implemented** a customized Excel-based system for precise financial tracking of profits, losses, and payroll, significantly improving reporting efficiency.
- Managed inventory and stock records, minimizing discrepancies and supporting the quarterly financial close.

## **Customs Clearance Specialist, Arabtco Al-Asly**

**2022 – 2023**

- Managed the end-to-end customs clearance process, handling all required documentation and coordination for vehicle reception.
- Improved inter-departmental communication and teamwork, leading to higher customer satisfaction rates in the clearance cycle.

## **Production Technician (CNC Operations), CSCEC**

**2023 – (3 month)**

- Managed and operated high-precision **CNC Router and CNC Freza** machines, maintaining strict quality control and safety protocols during production runs.

## **Machine Operator, Cerameca Cleopatra**

**2024**

- Operated and maintained advanced digital printing machines; focused on process optimization which **improved machine performance and uptime**.

## **Cashier, El-Noor Group**

**2019 – 2023**

- **Authored and deployed** new, efficient cashier systems and operational procedures, streamlining daily sales transactions.
- Executed local marketing strategies that enhanced customer engagement and contributed to sales growth.

## **EDUCATION & CERTIFICATES**

Bachelor's Degree in Management Information Systems (MIS)

Institute of Management Information Systems (2022)

### **Certificates**

- **Occupational Safety and Health** (April 2023)
- **ICDL** (June 2022)