

# Wael Ahmed Mohamed Shaheen

## General Accountant

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📍 El Siouf shemaa ,Alexandria 📅 18/03/1999 🛡 Military Service : Complete 🔄 Single

🌐 www.linkedin.com/in/wael-shaheen18 🇪🇬 Egyptian

### 🎯 Objective

Detail-oriented and highly skilled General Accountant with 3 years of experience in managing financial records, preparing reports, reconciling accounts, and ensuring compliance with accounting standards. Proven track record in improving financial processes, reducing discrepancies, and providing actionable insights for decision-making. Strong proficiency in accounting software and advanced Excel functions. Seeking to leverage expertise to contribute to the financial health of a dynamic organization.

### 🎓 Education

**Faculty of Commerce, Alexandria University,**

2021

*BSc of Accounting*

**Grade :** Very Good

### 📜 Certificates

#### **Professional Financial Accountant (P.F.A)**

##### **Cost Accounting**

From the EA AC Center

### 💼 Professional Experience

#### **Nutopia for Food & Beverage LLC,**

05/2023 — present

*General Accountant* ☑

- **Financial Reporting & Analysis:** Prepare detailed financial reports, analyze variances, and provide actionable insights to senior management for improved decision-making.
- **General Ledger Management:** Maintain and update the general ledger, ensuring accurate recording of all financial transactions in accordance with accounting principles.
- **Account Reconciliation:** Perform monthly and quarterly reconciliations for bank accounts, credit cards, and other financial statements, resolving discrepancies promptly.
- **Month-End & Year-End Closures:** Assist in the preparation and completion of month-end and year-end closings, ensuring timely and accurate reporting for financial statements.
- **Tax Preparation & Filing:** Prepare and file tax returns in compliance with local regulations, ensuring accuracy and timely submission.
- **Accounts Payable & Receivable:** Manage and process accounts payable and receivable, ensuring that all invoices are paid/received on time and reconciled appropriately.

- **Financial Audits:** Assist in internal and external audits, providing necessary documents, supporting data, and explanations to ensure compliance and transparency.

#### **Waleed Abdhafez Accounting Office,**

03/2021 – 01/2023

*Junior Accountant*

- **Document Review & Entry Transfer:** Reviewed daily financial documents and accurately transferred them to the American journal, ensuring correct classification and timely posting.
- **Ledger & Trial Balance Preparation:** Assisted in the preparation and review of the assistant ledger and trial balance, ensuring accuracy and completeness of financial data.
- **Transaction Recording:** Recorded sales, purchases, customer collections, and payments to suppliers, maintaining accurate and up-to-date financial records.
- **Account Reconciliation:** Supported account reconciliation processes, ensuring all entries matched bank statements and other records, addressing discrepancies as needed.

#### **Dr. Mohamed Feteha Accounting Office,**

09/2020 – 12/2020

*Trained Accountant*

- **Financial Accounting Fundamentals:** Gained in-depth knowledge of the basics of financial accounting, focusing on key principles and their practical applications.
- **Financial Statement Analysis:** Developed a strong understanding of financial statements, including the interpretation of balance sheets, and income statements, along with their complementary explanations.
- **Documentary Review & Verification:** Assisted in reviewing operational cycles and ensuring that actual documents matched entries in the American Journal, ensuring accuracy and compliance with accounting standards.

### **Skills**

Strong knowledge of ERP modules across all financial functions

Data Analysis & Reporting

Passion for Continuous Learning & Professional Development

Ability to work effectively in team-oriented environments or independently

### **Computer Skills**

- Proficient in Microsoft Office Suite, including Word, Excel, PowerPoint, and Outlook
- Advanced Excel skills

- ERP System
- Quickbooks

### **Languages**

- Arabic : Native Language

- English : Good