

Mohamed Lotfy Rezkallah

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Military Status: Exempted

PROFESSIONAL SUMMERY

Energetic accounting assistant with 1+ year of experience in financial administration. Knowledgeable of ERP system and MS Office proficient. Proven track record in consistently and effectively delivering accounting services that enhance the company's purpose and profitability. Seeking an accounting position in a reputable company or a bank.

EDUCATION

Bachelor of Accounting
Mansoura University

May 2020
Mansoura, Egypt.

PROFESSIONAL EXPERIENCE

Accountant | Financial Administration
International Company for Agriculture Crops

November 2020-Present
Mansoura - Egypt.

- Post and process journal entries to ensure all business transactions are recorded.
- Follow up the movement of bank accounts and prepare daily financial liquidity reports.
- Update accounts receivable and issue invoices.
- Update debit and credit accounts and perform reconciliations.
- Assist in the processing of balance sheets, income statements and other financial statements according to legal and company accounting and financial guidelines.
- Assist with reviewing of expenses.
- Update financial data in databases to ensure that information will be accurate and immediately available when needed.
- Assist in the preparation of monthly/yearly closings.

SKILLS

- Proven experience as a junior accountant.
- Excellent organizing abilities.
- Great attention to detail.
- Good with numbers and figures and an analytical acumen.
- Good understanding of accounting and financial reporting principles and practices.
- Excellent knowledge of MS Office and familiarity with **ERP system**.

REWARDS & RECOGNATIONS

- One of the best ten plastic artists on the Egyptian Universities. **(2020).**
- Ideal Student for Faculty of Commerce, Mansoura University. **(2019).**

CERTIFICATIONS & TRAINING

- *Virtual Entrepreneurship Track*, **presented from:** Aspire Training Solutions, **sponsored by:** USAID & AUC and cooperation with Mansoura University. (**16th to 20th August-2020**).
 - Training program in: *Comprehensive Accountant Preparation*, presented from: Faculty of Commerce, Mansoura University. (**26th Oct 2019 – 13th Feb 2020**).
 - *Employability Skills Course*, **presented from:** Aspire Training Solutions, **sponsored by:** USAID & AUC and cooperation with Mansoura University. (**4th to 8th Nov 2018**).
 - CV Writing Skills, presented from CIB Recruitment Team. (**8th May 2017**).
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