



# Mohamed Abdelhafeez Elsaket

**Financial Accountant**

 Cairo , Egypt

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## Why Mohamed

Currently looking for a full time position in a reputable organization that offers a greater challenge , increased benefits for me and the opportunity to help the company advance efficiently and productively.

## Education

Bachelor of commerce

Menoufia University 2019

Accounting Department

## Current studying program

English : Conversation

Contracting accounting course

Arabic : Mother tongue

English : Good

## Work Experience

**Financial Accountant in RAZAZ EG Factory (from Feb 2020 - Till Now)**

## Responsibilities

Prepare journal entries.

Monthly closing and preparation of monthly financial statements.

Reconcile and maintain balance sheet accounts .

Draw up monthly financial reports.

Prepare and analysis of accounts as requested.

Assist with year end closings .

**Cost accountant in Savvymix factory ( From Nov 2019 – Jan 2020 )**

## **Responsibilities**

Collecting all product cost data from all company departments.

Classifying and dividing costs according to their nature and relationship to the activity.

Follow the appropriate cost systems for the activity.

Using the most appropriate costing methods that lead to the most accurate calculation of product costs.

Adopting the best methods of cost control as well as working to reduce costs.

## **Cashier in AMER GROUP ( From Jun 2017 – Sep 2017 ) & (From Mar 2018 – Oct 2018 )**

### **Responsibilities**

Get money, checks, and bonds to release.

Preparing a statement of the movement of the spending fund and handing over a copy of the exchange priorities

Making a final arrangement at the end of the day or the beginning of the next day with all the incoming and outgoing amounts.

Preparing a statement that includes the movement of the revenue and supplies fund for the bank and sending a copy of it to the accounts.

### **Training and Certifications**

ICDL Computer Course ( Self Studies )

Professional Financial Accountant ( PFA ) (online)

Digital marketing (online)

### **Highlights of Qualifications & Skills**

Excellent communication and customer service skills

Proficient in using Microsoft office – Excel , Powerpoint

Teamworks spirit and co-operation

Accurate with very good mathematical skills

Ambitious , cooperative , well organized and self-motivated

Have the ability to work under pressure and to meet tight deadlines

**Last Update 1\3\2022**