

MOHAMED REDA

Accountant

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📍 Ain Shams, Cairo

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CAREER SUMMARY

Accountant with +5 years of proficiency in managing financial accounts and budgets, tracking expenses, generating reports, ensuring regulatory compliance, and communicating financial information clearly to stakeholders. Proven ability to work under pressure, meet deadlines, and maintain accuracy and attention to detail. A committed team player with strong organizational and problem-solving skills, dedicated to achieving project goals and driving success.

WORK EXPERIENCE

Orascom Construction PLC

Accountant

📅 Feb 2020 - Present

📍 Cairo, Egypt

- Proficient in MS Projects, Excel, and Word for efficient data management and report generation.
- Positive attitude, flexible, and adaptable to different work environments and challenges
- Excellent communication skills with all types of customers for effective financial information sharing.
- Calculated and processed labor wages for multiple employees on a weekly/bi-weekly/monthly basis.
- Experienced in managing and supervising junior accounting staff, providing guidance, training, and support to ensure accurate and efficient financial reporting and analysis.
- Maintained detailed records of labor wages and taxes invoiced with different types.

Junior Accountant

📅 Jun 2018 - Feb 2020

📍 Cairo, Egypt

- Proficient in basic accounting principles and practices, including manual bookkeeping and record-keeping.
- Skilled in using Microsoft Office tools, such as Excel and Word, for data entry and report generation.
- Good communication skills with team members and stakeholders for effective collaboration and information sharing.
- Ambitious and eager to learn new skills and take on new responsibilities to advance career growth.

SELECTED PROJECTS

Metro Third Line

is one of the busiest and most important transportation routes in Cairo, providing a fast and efficient way for commuters to travel across the city. It was first opened in 2012, and since then, it has undergone several expansions and upgrades to increase its capacity and improve its service.

New Administrative Capital Monorail

is a planned monorail system that will connect the New Administrative Capital (NAC) with East Cairo. The NAC is a planned city located about 45 kilometers east of Cairo, and it is being developed as a new capital for Egypt.

SKILLS

SOFTWARE SKILLS

Microsoft Excel • Microsoft Word • Oracle • Power Point

EDUCATION

B.S. in Commerce English Section

University of Ain-Shams

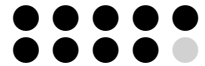
📅 2013 - 2017

📍 Cairo, Egypt

LANGUAGES

Arabic

English



ACHIEVEMENTS

- Trainee at Alex Bank
- Trainee at Adib

MOST PROUD OF



Courage I had

to solve hard problems and love to be included in most complex projects parts



Volunteering

Making time in a busy schedule to give back to the society and improve personal skills



Planning skills and organized mind

having the ability to plan for large projects and identify steps needed to reach a goal

REFERENCES

References are available upon request.