

# Mazen Mohammed Tawfik

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- 3. Phone NO.: +966 539232862
- 4. Nationality: Egyptian
- 5. place of residence: Riyadh, KSA
- 6. IQAMA is valid to: May 2026 ( Transferable )

7. Education:

Institution (Date from-Date to)	Degree(s)or Diploma(s)obtained
Faculty of Business 2018 to 2022	Bachelor’s degree–Business Administration(BBA)

8. Professional Experience:

Dates	Company	Position	Description
Jul, 2024 – Apr, 2025	Mohamed Fahmy cars	Junior Accountant	<ul style="list-style-type: none"><li>- Analyzing and summarizing financial information so as to identify the financial status of the company.</li><li>- Assisting with audits and taxes; preparing financial reports for taxes, regulatory agencies, and stockholders; Managing general ledger and assist month-end and year by year.</li><li>- Reconciling accounts payable and receivable.</li><li>- Develop financial procedures to improve efficiency.</li><li>- Preparing reports, analyzing data, and making informed financial decisions.</li><li>- Maintaining and reconciling balance sheet and general ledger accounts. Assisting with annual audit preparations.</li><li>- Assisting with preparing and monitoring budgets.</li></ul>

Dec, 2022 – Mar, 2023	Al-Mansour Automotive	Junior Accountant ( <u>Internship</u> )	<ul style="list-style-type: none"> <li>- Collecting, checking and analyzing spreadsheet data.</li> <li>- Preparing reports, commentaries and financial statements.</li> <li>- Communicating with managerial staff and presenting findings and recommendations.</li> <li>- Posting and processing journal entries to ensure all business transactions are recorded.</li> <li>- Preparing and submitting weekly/monthly reports.</li> <li>- Assisting senior accountants in the preparation of monthly/yearly closings.</li> <li>- Assisting with other accounting projects.</li> </ul>
Jul, 2020 – Jan, 2021	Talaat Moustafa Group	Assistant Accountant ( <u>Internship</u> )	<ul style="list-style-type: none"> <li>- Posting and processing journal entries to ensure all business transactions are recorded.</li> <li>- Updating accounts receivable and issue invoices.</li> <li>- Updating accounts payable and perform reconciliations.</li> <li>- Preparing bank reconciliation monthly.</li> <li>- Ensuring compliance with company policies and legal requirements.</li> <li>- Review and approve lease transactions and modifications.</li> <li>- Conducting regular audits of lease files for accuracy and completeness.</li> <li>- Developing and implement lease administration procedures.</li> <li>- Resolving lease-related issues and disputes with tenants.</li> <li>- Coordinating with property managers and legal counsel</li> <li>- Prepare regular reports on lease portfolio performance.</li> <li>- Assisting in budgeting and forecasting for lease-related expenses.</li> </ul>

Oct, 2019 – Apr, 2020	Banque Misr	Bank Accountant ( <u>Internship</u> )	<ul style="list-style-type: none"> <li>- Preparing and posting journal entries for lease transactions and adjustments.</li> <li>- Maintaining and updating lease accounting system for new, modified, or terminated leases.</li> <li>- Reconciling lease-related accounts monthly, including operating lease liabilities and right-of-use assets.</li> <li>- Collaborating with internal teams and external auditors on lease accounting inquiries and audits.</li> <li>- Conducting monthly, quarterly, and annual close procedures for lease accounts.</li> <li>- Monitoring and reporting on lease obligations for compliance with contract terms and policies.</li> <li>- Assisting in the preparation of financial statements and disclosures for leased assets and liabilities.</li> </ul>
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9. Continuing Education:

Certificate	
<p><b>Accounting Diploma</b> E3mel Business Academy – Online Diploma</p> <p>In progress</p>	<ul style="list-style-type: none"> <li>➤ Foundation of Financial accounting</li> <li>➤ Receivable &amp; Payable accounts</li> <li>➤ Bank reconciliations</li> <li>➤ Tax accounting</li> <li>➤ Cost accounting</li> <li>➤ Financial analyze</li> <li>➤ Financial statements</li> <li>➤ Excel for accounting</li> </ul>
<p><b>Leading People and Teams Specialization</b> University of Michigan- Dec, 2024</p>	<p>A full specialization contains 5 core courses. Taught &amp; introduced by university of Michigan.</p> <ul style="list-style-type: none"> <li>- Course.1: Inspiring &amp; motivating</li> <li>- Course.2: Managing talent</li> <li>- Course.3: Influencing</li> <li>- Course.4: Leading people &amp; teams</li> <li>- Course.5: Leading people &amp; teams capstone project</li> </ul>

## Project Management Certificate

GOOGLE–June,2024

A full program from GOOGLE explain the whole cycle for any Project from A to Z. It is done through 6 chapters:

- Foundations of project Management
- Project Initiation
- Project Planning
- Project Execution
- Agile Project Management
- Capstone project

10. **Language Skills:** Indicate competence on a scale of 1 to 5 (1 -excellent; 5-basic)

Language	Reading	Speaking	Writing
Arabic	Mother Tongue		
English	1	1	1
Chinese	5	5	5

11. **Other skills:**

- Leadership skills
- Team working skills
- Attention to details
- Good at office programs
- Eager to learn
- Hard worker

- Critical thinking skills
- Time management
- Accounting skills
- Internet search skills
- Relationship-building skills
- Active attitude