

# Mohamed Saleh

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## Objective

I'm successful in preparing reports and preparing daily entries. Proficient in the English language, dealing with all employees, working under pressure, and dealing with all accounting systems. Possess strong problem-solving and analytical skills that help me work efficiently. with expertise in the financial sectors.

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## Experience

- General Accountant | Kayan Developments Aug.2024 – present
    - Contribute to the preparation of financial statements
    - Follow up and monitor customer accounts and verify their payments, installments and payment dates.
    - Monitoring the company's cash flows, preparing treasury and banking reports, and monitoring bank accounts.
    - Review contracts with the operations department and supervise the preparation of payment plans..
  - General Accountant | El masrya for Roads OCT.2023 - July.2024
    - Assisted with budget preparation, monitoring expenses, and providing timely updates to management on variances.
    - Managed accounts payable and receivable functions, maintaining accurate records and timely payments to vendors while collecting outstanding invoices.
    - Collaborated with external auditors during year-end audits, ensuring compliance with regulations and accurate financial reporting.
    - Improved financial accuracy by conducting thorough account reconciliations and adjusting journal entries.
    - Preparing contractors extracts for receivables
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## Educations

Faculty of commerce English Section | Beni Suif University

Sep. 2019-july. 2023

- Graduation year 2023
  - Department: Accounting
  - Degree: Good 75%
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## Skills

- SAP system user
  - Odoo user
  - Advanced Excel
  - ERP systems proficiency
  - Bookkeeping
  - Accounts Payable and Receivable
  - Full-cycle accounting
  - Excellent written skills
  - MS Word, Excel, and Outlook
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## Personal Data

- Date of Birth : 10 / 5 / 2001
- Address : Faisal , Giza , Egypt
- Marital status : Single
- Nationality : Egyptian