**Mostafa El-Saeed Foad**

Tor Sinai, South Sinai, Egypt | Mobile: +20-100-021-5221 | Email: mostafaknght@gmail.com

**Professional Summary**

Dedicated and results-driven accountant with expertise in financial management, reporting, and analysis. Proven ability to prepare accurate financial statements, ensure regulatory compliance, and optimize operations using advanced accounting software and tools. Recognized for meticulous attention to detail, problem-solving, and leadership within healthcare organizations.

**Core Competencies**

• Financial Reporting • Auditing & Compliance • Budget Management
• Payroll Supervision • Advanced Excel Skills • Quality Assurance

**Professional Experience**

Accounting Supervisor – Electronic Payment Section
South Sinai Health Directorate | 2021 – Present
- Supervised electronic payment systems for 10+ medical facilities, ensuring compliance with regulatory standards.
- Enhanced accuracy of financial reports, reducing errors by 20% through meticulous review and analysis.
- Provided detailed financial insights that drove strategic decision-making and operational improvements.

Human Resources and Payroll Supervisor
Dakahlia Health Directorate | 2012 – 2017
- Directed payroll processing and workforce allocation for over 56,000 employees.
- Maintained precise employee financial records, ensuring compliance with financial regulations.

Data Entry Specialist – Medical Screening Unit
South Sinai Health Directorate | 2020 – 2021
- Entered and managed health-related and financial data into national databases with high accuracy.
- Provided real-time reporting to facilitate informed decision-making by stakeholders.

**Education**

• Bachelor’s in Commerce - Accounting
 Cairo University, 2015
• Diploma in Health Statistics
 Medical Records Technical Health Institute, 2008

**Training and Certifications**

• Certificate in Advanced Financial Accounting
• Cost Accounting and Budgeting Course
• Taxation Laws and Practices Workshop
• TOT Trainer Certification
• International Computer Driving License (ICDL)

**Key Projects and Leadership**

- Managed employee datasets for 56,000+ staff across 21 hospitals, leading to a 30% reduction in data discrepancies.
- Coordinated COVID-19 data tracking initiatives, ensuring real-time accuracy for government health reporting.

**Languages**

• Arabic: Native
• English: Proficient