

Mohamed Fathy Mahmoud

SENIOR ACCOUNTANT A/R



mfathi1971@gmail.com
+201015001770
+201226272349
Tanan – Qalioubia –Egypt
Egyptian
27th May, 1971
married

SUMMARY

"I aspire to join a professional and advanced team in the field of management or accounting, where I can employ my extensive experience in managing administrative and financial matters, which has been for more than 29 years. My goal is to enhance operational and financial efficiency by applying effective management strategies and innovation in solving problems. Achieving excellence in management." Offices or accounting matters, through my leadership and organizational skills, achieve the company's goals with high efficiency and achieve excellence in work performance."

WORK EXPERIENCE

Senior Accountant A/R Saveto Egypt Co.- Cairo, Egypt from Sep ,2011 till now

- Follow up and monitor debtors' accounts to ensure their integrity and accuracy.
- Settle financial transactions, reconcile invoices, and check the outstanding balance.
- Issuing sales invoices and ensuring the accuracy of financial information on invoices.
- Handle customer inquiries related to billing and ensure issues are resolved effectively.
- Follow up and collect payments due from customers.
- Recording payments and following up on the due and unpaid balance.
- Preparing periodic reports on the status of accounts receivable and the company's financial performance.

Executive Secretary Saveto Egypt Co.- Cairo, Egypt from April ,2005 to Jan, 2010

- Organizing and managing the executive office effectively.
- Ensure the order and organization of files and systems to ensure easy access and retrieval.
- Coordinating meeting schedules and ensuring the availability of necessary documents and information.
- Handle incoming calls and prioritize them effectively.
- Interact with other colleagues and work in coordination with other departments.
- Ensure the accuracy and consistency of information sent to and from the Executive Office.
- Coordinating administrative activities and events.
- Commitment to the confidentiality of sensitive information and private transactions.
- Utilizing technology and software to improve work effectiveness.

Accountant A/R Badr Electronics Co. – Cairo, Egypt from Nov,1995 to Mar, 2005

- Accurately recording incoming and outgoing invoices.
- Recording cash payments and receipts.
- Analysis of budget accounts and financial statements.
- Preparing monthly, quarterly and annual financial statements.
- Analyze financial data and submit reports to management.
- Conduct internal audits to verify the accuracy of financial records.
- Analyze and follow up on matters related to internal audit.
- Ensure that the company complies with all accounting and tax laws.
- Applying international accounting and financial reporting standards.
- Participate in the monthly closing of accounts and ensure the accuracy of reconciliations.
- Calculate and submit periodic taxes and ensure the company's compliance with tax legislation.

EDUCATION

- Bachelor Faculty of commerce , Benha University Good - June 1993

COMPUTER SKILLS

- Operating Systems (Windows 10;11)
 - Microsoft Office (2016, 2019;365)
 - Excellent knowledge of outlook and the internet.
 - Excellent Knowledge of ERP Applications
-

SKILLS

- A strong desire to achieve success and advance in my career .
 - Excellent calculation skills.
 - Communicate effectively with a wide range of people.
 - Leadership of a complete work team.
 - Commitment to provide the best possible performance.
 - Strong interpersonal skills.
 - Innovate and solve challenges in new and effective ways.
 - Effective organization, time management and financial analysis.
 - Strong leadership and team motivation skills.
 - Strong ability to interact effectively with customers.
 - Proficiency in using computer programs
 - Commitment to the confidentiality of company information
-

LANGUAGES

- Arabic: mother tongue .
- English: very good (Read-Speak-Understand).