

MohamedHamed

ACCOUNTANT

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Summary

Experienced Accountant professional with a strong background in administrative tasks and document management. Skilled in utilizing Microsoft Office suite, including Excel, PowerPoint, and Word, to efficiently organize and process documents. Excellent communication skills and ability to adapt to changing situations and prioritize tasks effectively. Experienced in working with cross-functional teams

PROFESSIONAL EXPERIENCE

October 2022 – March 2024 Site Accountant at
Elfatmya for Bridges and Construction

- Inventory control and building materials, periodic and sudden inventory work on stores, follow-up books for stores, item cards, documentary movement of stores, and delivery of follow-up reports to the financial department
- Compiling a statement of the needs of the different sites according to the planning budget of the projects and collecting these needs from the project engineers and making sure that they are approved by the project manager and reviewed and taking approval to spend these amounts on the different projects, noting that each company has a method of disbursing its own needs
- Disbursement or supervision of the receivables of the sites from the payments of contractors and the era of engineers and the salaries of workers and daily wages
- Settlement of petty cash

Activities - ENACTUS

- Actively participated in ENACTUS activities from 2018 to 2020, contributing to the organization's mission of creating positive social impact through entrepreneurial action.
- Collaborated with team members to develop and implement innovative projects that addressed social and environmental challenges.

EDUCATION

Accounting
Sohag University, Egypt

COURSES

- IC3 course
- Presentation and multi-media training at BUE University
- leaderships skills training at AUC University

KEY SKILLS

Administrative tasks



Strong communication



Microsoft office



Organization



Problem solving



Team leadership

