Mohamed Ashraf Yahia Nashaat

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Professional Summary

Detail-oriented and dedicated Accounts Payable Accountant with over 1.5 years of hands-on experience at Enova by Veolia. Adept in managing payable processes, vendor reconciliation, invoice processing, and financial reporting. Backed by strong administrative and document control experience and a solid foundation in financial accounting principles. Known for precision, problem-solving, and the ability to work effectively under pressure.

Professional Experience

- **Accounts Payable Accountant** - **Enova by Veolia**
  Cairo, Egypt | Dec 2022 – Present
  - Process supplier invoices and credit notes in compliance with company policies.
  - Handle vendor account reconciliation and resolve discrepancies in a timely manner.
  - Assist with month-end closing and financial reporting related to accounts payable.
  - Collaborate with procurement and other departments to ensure accurate record-keeping.

- **Document Controller - Osmacom Company**
  Cairo, Egypt | Dec 2019 – Dec 2022
  - Managed and organized all company documentation for project activities.
  - Ensured timely filing, distribution, and tracking of documents in accordance with company standards.
  - Maintained version control and document history logs.

- **Document Controller - Hassan Allam Construction (Hyde Park Project)**
  Cairo, Egypt | May 2018 – Mar 2019
  - Handled project documentation, including technical drawings and reports.
  - Ensured documents met quality and compliance standards before submission.

- **Data Entry Clerk** - **National Council for Women**
  Cairo, Egypt | Sep 2017 – Oct 2017

Education

Bachelor of Commerce – Business Administration (Grade: Good)
The Higher Institute of Cooperative & Managerial Studies, Cairo (Sep 2013 – May 2017)

Certifications & Courses

- Professional Financial Accountant (PFA) Diploma – EG-Trainers (Grade: Excellent)
- Accounting Excel Course – Information System Center
- Head of Financial Sector Diploma – Archplan Group
- Business Marketing Diploma – Presidents of Market 65 (Grade: Excellent)
- Workforce Passport Program (138 hrs) – Yat Learning Center
- ICDL Certificate – Real Soft Company
- Mark Academy Diploma – (English – HR – Marketing – ICDL)

Technical Skills

- Microsoft Office Suite (Excel, Word, PowerPoint, Outlook)
- Accounting Software (Microsoft Navision & Microsoft Dynamics 365)
- Document Management Systems

Languages

- Arabic: Native

- English: Very Good

Key Competencies

- Strong analytical and organizational skills
- Excellent communication and teamwork
- Quick learner with adaptability in dynamic environments
- Ability to work efficiently under pressure