Tarek Reda Mohamed
General Accountant

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Cairo, Egypt



SUMMARY

• Current Position	:	General Accountant
• Nationality	:	Egyptian
• Company	:	Alhoda construction company
• Civil Status	:	Married
• Religion	:	Muslim
• Birth Date	:	September 19, 1993
• Languages	:	English/Arabic
• Driving License	:	not available
• Passport	:	Available

CAREER OBJECTIVE

Aiming a challenging position in reputational company, at field of quality management system, where I gain more experience & I can utilize my previous experiences & I have the ability to work under high pressure and I have experience to work in more departments.

EDUCATIONAL BACKGROUND

- Bachelor of commerce Accounting– May 2016

  Mansoura University

SUMMARY OF QUALIFICATION

Highly motivated, capable and successful person who significant experience within the Account disciplines , a strong communicator who possesses both first class managerial and interpersonal skills in relating to people all levels equally at ease working as part of a team or acting on his own initiative, able to assimilate large quantities of information, have a priority and make the required decisions often in short timescales, have a progressive career and is dedicated to achieving and maintaining the highest professional standards, loyal, trustworthy and dedicated to the tasks set him, able to work under high pressure and to work in more departments like, Accounts, Banks , covenants, Suppliers and other modules of accounting.

Dedicated General Accountant with 6 years of experience determining technical & Commercial requirements implementing process and programs and performing evaluations to ensure compliance with technical specifications and code requirements. Strong analytical skills with a working knowledge of Treasury Accounts, Bank Accounts, Accounts Receivable and Accounts Payable module.

SKILLS

- Good technical skills
- Good Commercial and Finance skills
- Good Knowledge of Treasury Accounts.
- Good knowledge of Covenant Accounts.
- Good knowledge of Suppliers Accounts.
- Ability to lead a team with particular focus on quality, Commercial and compliance with contract specifications.
- People management/leadership skills, well organized,
- Promote the team spirit and follow the corporate rules of the company
- Self-motivated and Relationship building
- Knowledge of all computer software (Word, Excel and internet)
- Communication skills
- Proven Accounts and Familiar of All accounts process and requirements.
- Knowledge of Working on ONYX PRO ERP system.
- Knowledge of Working on Double Click ERP system.
- Knowledge of Working on CIBS Accounting system.
- Knowledge of Working on Osus ERP system.
- Knowledge of Working on Odoo ERP system.

OCCUPATIONAL COURSES

- Microsoft Office (Word, Excel and internet)
- English Diploma from The British Institute in Mansoura.
- Professional accountant course from traders' syndicate in Mansoura.
- Accounting course from the directorate of social solidarity in Mansoura.
- Accounting excel course online.
- Contactor accounting course online.
- Odoo implementation guide course online.

PROFESSIONAL EXPERIENCE

For more than 6 years' experience in the Construction field specially Construction Projects and Sales field. Where I was working in the construction projects in Saudi Arabia and Egypt with Different Companies.

PROJECTS

General Accountant – From February/2025 up to Present
Alhoda contraction company, CAIRO-EGYPT
Construction of different Projects in Egypt villas, buildings, car agencies complex, shrines, farms.

Responsibilities

- Responsible for all suppliers' accounts for more than 60 supplier accounts.
- Responsible for the site Covenants and The Management Covenants Accounts.
- Responsible for part of subcontractors Accounts.
- Responsible for suppliers' accounts and purchase bills.
- Responsible for making daily, weekly and monthly account reports.

General Accountant – From November/2022 up to February 2025
APEX Construction and Decoration, CAIRO-EGYPT
Construction of different Projects in Egypt like School Projects, Hayah Kareema Projects, Buildings Projects, Ready-mix Concrete Plants.

Responsibilities

- Responsible for the Main Treasury of the company.
- Responsible for the site Covenants and The Management Covenants Accounts.
- Responsible for part of subcontractors Accounts.
- Responsible for two Concrete plants Accounts.
- Responsible for suppliers' accounts and purchase bills.
- Responsible for salary accounts of the company.
- Responsible for making daily, weekly and monthly account reports.

Site Accountant – From September/2021 up to October 2022

Responsibilities

- Responsible for cash in and cash out at the site.
- Responsible for timesheets and salaries of engineers and employees.
- Following daily move of the site and making reports.

Accountant – From April /2019 up to July/2021
Al Hamdan Group – Saudi Arabia
Construction Projects as following:

- Construction of Al Baha School Project – Al Baha Saudi Arabia
- Construction of Beet El Taleb at Al Baha Saudi Arabia
- Construction of Bani Yazeed School Project – Makah Saudi Arabia

and Petroleum Plants.

Scope of Work

- The work constitutes the construction and upgrades of the different projects at Saudi Arabia

Responsibilities:

- Review and Closing of Cashier account daily.
- Review and Closing of Banks accounts.
- Review and Closing of Suppliers accounts.
- Review and Closing of Subcontractors accounts.
- Review and Closing of Customers Accounts.
- Review of Stores (Issuing, Receiving and Inventory)
- Review and Issuing Monthly Salaries.
- Issuing VAT Tax and Submit it to Zakat, Tax and Customs Authority.
- Issuing all Reports and Submit it to Chartered Accountant.
- Review and Closing of all Petty Cash.
- Review and Closing of Daily Purchasing.
- Review and Closing of Daily gas station accounts and the movement of fuel cars.