

Mohamed Elderby Abdo Yassin

Senior Accountant

Personal details

Email address	mohamedelderby1740@gmail.com
Phone number	+201284572666
Address	Nasrcity, Cairo, Egypt
Date of birth	April 4, 1989
Nationality	Egyptian
Civil status	Married
Military Status	Exempt

Professional Summary

Senior Accountant with over 14 years of progressive experience in financial reporting, bank reconciliation, contractor settlements, payroll management, ERP systems, and administrative support. Demonstrates strong leadership by supervising junior accountants and providing key financial insights to management. Highly skilled in analyzing financial data, coordinating with vendors and banks, and streamlining accounting workflows. Seeking a senior accounting role in a commercial or contracting firm in Egypt or the Gulf region.

Education

May 2011	Bachelor of Commerce – Accounting Section Alexandria University, Egypt
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Work Experience

Sep 2019 - Present	Senior Accountant Farag for Contracting & Supplies – Alexandria, Egypt Is Responsible For: <ul style="list-style-type: none">● Reviewing journal entries and verifying accurate ledger classifications.● Leading and mentoring a team of three junior accountants.● Preparing financial statements, closing reports, and trial balances.● Managing payroll processing and salary transfers.● Reconciling bank accounts and preparing credit documentation.● Coordinating with banks regarding letters of guarantee and loan requirements.● Handling contractor accounts and resolving financial disputes.
Aug 2024 - Present	Accountant Remote White Margin Is Responsible For: <ul style="list-style-type: none">● Performing remote accounting data entry and reconciliation.● Updating financial records and assisting in reporting.● Supporting internal audits and systematic tracking.

Jun 2017 - Sep 2019

Financial Accountant

Farag for Contracting & Supplies – Alexandria, Egypt

Was Responsible For:

- Managing contractor statements and preparing client invoices.
- Processing supplier payments and updating ledger records.
- Preparing payroll reports and submitting tax files.
- Monitoring financial performance across multiple projects.

Sep 2015 - Feb 2017

Site Accountant

Hassan Allam Sons – Smouha Towers Project, Alexandria, Egypt

Was Responsible For:

- Recording all financial transactions at the site level.
- Managing petty cash and verifying purchase requests.
- Coordinating with procurement teams and preparing cost reports.

Dec 2012 - Jul 2015

Financial Accountant

Omoum Trading & Distribution Company – Alexandria, Egypt

Was Responsible For:

- Managing customer collections and supplier payments.
- Handling payroll and treasury-related entries.
- Executing daily bank operations and maintaining reconciliations.

Sep 2011 - Mar 2012

Inventory Accountant

El-Melwany for Import & Export – Alexandria, Egypt

Was Responsible For:

- Monitoring stock entries and exits in the warehouse.
- Preparing inventory movement reports and analysis.
- Verifying stock balances with physical counts and ERP data.

2010

Audit & Accounting Intern

Fathallah Accounting Office – Alexandria, Egypt

Was Responsible For:

- Assisting in preparing financial statements and supporting documentation.
- Recording daily financial transactions and verifying accounting entries.
- Supporting the audit team in examining client accounts and ledgers.

Certifications & Courses

- CMA (Certified Management Accountant – Part 1) | Beacon Center – In Progress
- Professional Financial Accountant Diploma | Eyak Training Center – 2013
- Commercial Excel Course | Arab Academy for Science and Technology – 2012
- QuickBooks Course | Arab Academy for Science and Technology – 2012
- MIS Accounting Course | Alexandria University – 2012

Career Skills

- **Supervising Accounting Operations** – Leading teams and validating journal entries for compliance.
- **Financial Reporting & Analysis** – Preparing trial balances, income statements, and period-end reports.
- **Payroll & Banking Management** – Managing payroll, reconciling accounts, and liaising with banks.
- **Contractor & Vendor Settlements** – Resolving discrepancies and managing payments.
- **ERP System Utilization** – Operating and optimizing QuickBooks, Qoyod, and Odoo ERPs.

Personal Skills

- Leadership
- Problem Solving
- Decision Making
- Communication
- Time Management
- Initiative

Software Skills

Software Skills

- Excel
- Word
- PowerPoint
- Access
- QuickBooks
- Qoyod ERP
- Odoo ERP

Languages

Arabic | Native

English | Good