Kareem Amin Saied Mohammed

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Career Summary:

"I am a financial accountant with over 8 years of experience, having worked with organizations across various industries, which provided me with a wide range of skills in developing and improving financial and accounting processes. I have always been committed to completing tasks professionally and contributing to enhancing operational efficiency. I continuously strive to enhance my expertise by preparing for professional certifications such as CMA and IFRS. I believe that ongoing development will enable me to support the organization in achieving its goals within a sound and sustainable financial framework, and I aspire to reach leadership positions in the field of financial accounting."

Education:

Bachelor's Degree in Commerce: Good,
Graduation Year: 2015.
Collage: Modern Academy *for business Management and Computer Science***.**
Major: Accounting Dep.

Related Courses:

- Microsoft Excel (Self-Study) – Completed in 2015.
- ICDL (International Computer Driving License) – Office Suite – Completed in 2017
- English Language Course –Ministry Of Defense language Institute - Modli -Started in 2016, Completed in 2017.
- English Conversation Course – 4lvl1 academy -Started in 2019 Completed in 2020.
- Professional Financial Accountant (PFA) Course – S.R Institute – Completed in 2021.
- Certified Management Accountant (CMA) – Professional Diploma Currently studying, planning to sit for the exams (**soon**).
- International Financial Reporting Standards (IFRS) – Professional Diploma Planned to pursue (after **completing CMA certification**).

Work Experience:

***Senior Financial & Administrative Officer at Waqfeyat Misr Foundation (formerly Waqfeyat AlMaadi Community Foundation).** From: March 1, 2021 – Present

Key Responsibilities:

-General Ledger (G.L) Management:

-Recording daily and monthly expense transactions, including service contracts (A/P).
-Entry daily revenue transactions and recording general revenue, including donations and project grants (A/R).
-Managing and reconciling petty cash for employees.
-Monitoring bank statements for both revenue and expenses.
-Performing bank reconciliations.

-Financial Analysis:

-Conducting detailed analysis of both expenses and revenue to identify trends and ensure accurate financial tracking.

-Financial Reporting:

Preparing balance sheets and financial statements to provide accurate and up-to-date financial information.

***Senior Accountant at Cairo Scan Radiology & Labs.** From: January 1, 2020 – March 1, 2021

-Key Responsibilities:

Accounts Payable:

-Managed supplier payments by recording accruals at invoice dates.
-Matched invoices with purchase orders and receiving documents to ensure accuracy.
-Ensured timely payment to suppliers as per contract terms.
-Conducted payment account analysis and reconciled payable accounts.

-Accounts Receivable:

-Reviewed invoices against exchange orders for accuracy.
-Recorded customer invoice values and followed up on collections to reduce outstanding balances.
-Analyzed and reconciled receivable accounts.
-General Ledger (G.L) Management:
-Analyzed and adjusted accrual and prepaid expense accounts.
-Reconciled employee petty cash accounts.
-Prepared journal entries for daily cash expenses.
-Performed bank reconciliations to ensure accurate financial records.

-Financial Analysis:

Conducted analysis of customer and supplier accounts, as well as accruals and prepaid accounts.
Prepared daily revenue reports for all branches to track financial performance.

***Accountant at 6 October Group Factories for House and Hotel Items**

From: June 1, 2017 – November 1, 2019

Key Responsibilities:

***Administrative Operations:**

-Prepared daily and monthly revenue reports to (track / follow) financial performance.
-Reviewed sales invoices and managed returns, whether paid by cash or Visa.
-Monitored and evaluated cashiers and sales performance to ensure accuracy and efficiency.

***Inventory Management:**

-Responsible for stock control, conducting periodic and perpetual inventory
-Updated the inventory system using barcode scanners and generated barcodes for inventory items.
-Issue purchase orders for new inventory and replacement of damaged goods.
-Managed supply orders, exchange orders, and transfer orders efficiently.
-Recorded all purchases and sales invoices in the system for accurate tracking.

***Accounts Payable:**

-Managed supplier accruals at invoice dates and matched invoices with purchase orders and receiving documents.
-Ensured timely payment to suppliers as per contract terms.
-Analyzed payment accounts and reconciled payable accounts to maintain accuracy.

***Accounts Receivable:**

-Reviewed invoice items and exchange orders, ensuring accuracy before recording customer invoices.
-Followed up on collections to minimize outstanding balances and ensure timely receipt of payments.
-Analyzed and reconciled receivable accounts regularly.

SKILLS:

Soft Skills:
1-Self-motivate and self-confidence, allow me to learn new tasks quickly.
2-The ability to adapt quickly and contribute to teamwork and achieving goals.
3-Time management and handling multiple tasks at once.
4-hard worker with excellent organizational skills, that enable me to deal with problems and situations in innovative ways.
5-Effective Communication and Creativity.

Technical skills:
1- Excellent Knowledge of ERP system& Excel.
2- Financial Reporting & Analysis.
3- General Ledger Management.
4- Inventory Management.
5- Bank Reconciliation.
6- Accounts Payable (A/P) & Accounts Receivable (A/R) Management.
7- Developing disbursement plans for project fund.

Languages:

- Good command of both Writ &Speak English.
- Arabic mother language.