Mandour Hanafy Ahmed Khattab

ACCOUNTANT | BUDGET & FINANCIAL REPORTING

Kafr El-Zayat, Gharbia, Egypt | 01097491591

PROFESSIONAL SUMMARY

Accounting professional with more than 14 years of experience in accounting at a club affiliated with the Egyptian Armed Forces, with employment beginning on 1 June 2012. Experienced in preparing and closing comprehensive budgets covering revenues and expenses, and using Microsoft Excel to organize accounting data and prepare financial reports. Holds a Bachelor of Commerce, Accounting Division, and has an intermediate level of English. Seeking an accounting opportunity in Oman where practical accounting experience, accuracy, and financial reporting skills can add value.

CORE COMPETENCIES

- Annual budget preparation and closing
- Revenue and expense tracking and reconciliation
- Financial reporting and accounting summaries
- Microsoft Excel for accounting records and budget analysis
- Reviewing and organizing financial data
- Accounting documentation and record keeping
- Attention to detail and deadline management

PROFESSIONAL EXPERIENCE

Accountant | Club Affiliated with the Egyptian Armed Forces

1 June 2012 – Present

- Prepare and close comprehensive budgets covering revenues and expenses.
- Use Microsoft Excel to organize accounting data and prepare budget summaries and financial reports.
- Monitor and review revenue and expense records to support accurate financial reporting.
- Maintain organized accounting records and support periodic financial review and reconciliation.

EDUCATION

Bachelor of Commerce, Accounting Division

TECHNICAL SKILLS

Microsoft Excel

LANGUAGES

Arabic: Native | English: Intermediate

ADDITIONAL INFORMATION

Open to relocation to Oman; work authorization to be arranged through the employer in accordance with local requirements.