

AHMED MOSTAFA SAYED ABDUL HALIM

FINANCIAL ACCOUNTANT

Cairo, Egypt | +20 1284302611 | ahmedmstafa611@gmail.com | Military Status: Completed

PROFESSIONAL SUMMARY

Detail-oriented Financial Accountant with practical experience in construction accounting, treasury operations, contractor settlements, inventory control, and ERP systems. Skilled in bookkeeping, journal entries, accounts receivable, bank transactions, tax invoicing, and financial documentation. Experienced in supporting daily accounting operations and maintaining accurate financial records. Seeking a Financial Accountant position to contribute to efficient financial operations and continue developing professionally.

TECHNICAL SKILLS

Financial Accounting: Bookkeeping, Journal Entries, General Ledger (GL), Trial Balance, Treasury & Cash Management, Accounts Receivable (AR), Accounts Payable (AP), Bank Reconciliation, Financial Reporting.

Construction Accounting: Project Cost Tracking, Contractor Payment Certificates (Abstracts), Contractor Settlements, Labor Settlements, Inventory Control.

Accounting Software & ERP: Microsoft Excel (Advanced), ERP Systems, QuickBooks, Daftra, Odoo Financials, Oracle Financials, Peachtree.

Taxation & Compliance: Electronic Tax Invoicing, Value Added Tax (VAT), Corporate Tax Returns.

PROFESSIONAL EXPERIENCE

Al Badr for Contracting – Suspended Ceilings & Finishing

Jun 2026 – Present

Financial Accountant

- Record and process daily financial transactions and supporting documents using the company's ERP system.
- Manage daily treasury operations, including cash receipts, payments, petty cash, and cash flow records.
- Prepare and follow up on contractor payment certificates (abstracts) and contractor and labor settlements.
- Assist in payroll preparation and review related financial records.
- Conduct periodic warehouse inventory counts and review warehouse invoices and inventory movements.
- Review customer accounts, monitor outstanding balances, and follow up on related transactions.
- Prepare and review electronic tax invoices in accordance with company requirements.
- Handle banking transactions and assist with bank account reconciliation.

EG Trainers Corporation

Oct 2024 – May 2026

Accountant

- Recorded double-entry journal entries and posted transactions to General and Subsidiary ledgers.
- Prepared monthly corporate VAT returns and verified incoming vendor invoices.
- Assembled monthly trial balances using automated Excel sheets and core accounting software.
- Managed financial documentation, ledger reconciliations, and tax compliance files.

PROFESSIONAL EXPERIENCE (CONTINUED)

iProject Construction and Building

Jan 2025 – Dec 2025

Construction Accountant Trainee

- Managed project-specific cost-tracking accounts for distinct infrastructure initiatives.
- Verified client payments and reviewed contract terms against scheduled milestones.
- Processed accounting abstracts and assisted with localized construction tax calculations.

Office of Mr. Tarek Mohamed Mousa, CPA

Jan 2023 – Dec 2023

Accountant Trainee

- Drafted daily journal entries and managed multi-sector client bookkeeping records.
- Tracked accounts payable and receivable cycles while verifying vendor transaction documentation.
- Calculated fixed asset depreciation and assisted senior CPAs in preparing trial balances.

Banque Misr

Aug 2022

Summer Intern

- Gained practical exposure to retail banking operations, customer accounts, and digital banking platforms.

EDUCATION

Assiut University

Graduation: Jun 2023

Bachelor of Commerce – Major in Accounting

Grade: Good (77.56%)

CERTIFICATIONS & TRAINING

- Financial Analysis Certification – EYouth Link Program (May 2026)
- Professional Financial Accountant Diploma (PFAD) – EG Trainers Corporation (Excellent Grade)
- Electronic Accounting Diploma (EAD) – EG Trainers Corporation (Excellent Grade)
- Legal Accountant Simulation Certificate – Assiut University (Jul 2022)
- IC3 Digital Productivity Certification – Assiut University CCC (Dec 2022)
- Stock Market Simulation (SMS AU Round 4) – Assiut University

PROFESSIONAL WORKSHOPS

- VAT & Electronic Invoice Workshop – Egyptian Tax Authority (Dec 2022)
- Financial Inclusion & FinTech Workshop – Banque Misr (Oct 2022)

LANGUAGES

Arabic: Native Proficiency | **English:** Good