HAMZA MOHAMED

CONTACT

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OBJECTIVE

To enhance my professional skills, capabilities and knowledge in an organization which recognizes the value of hard work and trusts me with responsibilities and challenges.

EDUCATION

- **Commerce**
  Cairo
  Fair

SKILLS

Decision making
80%

Solving problems
80%

Building team
80%

Microsoft Office (word - excel- Outlook)
80%

Communication skills
80%

LANGUAGES

- Arabic Mother language
- -English (write.Read)

EXPERIENCE

1/2023 - 5/2025

- **Accountant**
  Hemfa
  - Preparing monthly and annual financial statements.

- Managing accounts payable and receivable, as well as bank reconciliations.
- Handling tax compliance and ensuring adherence to local and international accounting standards.
- Auditing financial records to ensure accuracy and compliance
Managed and executed accounting transactions using Odoo.

-Prepared financial reports and analyzed data through Odoo.

-Recorded journal entries and managed accounts payable/receivable using Odoo

1/2023 - 1/2024

- **Accountant and Documents control**
Alnamla architectural co.
- Regularly follow up and record the company's financial data.
- Conduct audits to ensure account accuracy.
- Review and close expense invoices from executive engineers and site supervisors.
- Prepare detailed financial reports and statements.
- Utilize electronic systems (ERP) for financial reporting

5/2023 - 8/2023

- **Tickets reservation**
El Karama travel
Welcome customers and complete reservations.
- Record passenger information.
- Assist clients in trip planning and answer inquiries.
- Purchase tickets, calculate expenses, and confirm reservations.

1/2019 - 12/2022

- **Customer service**
Ibn saina pharm
- Receive calls from pharmacists and solve program issues.
- Assist branches with medication orders.
- Train teams on company programs and achieve sales goals.

8/2020 - 6/2021

- **Sales supervisor**
IBS (Banque du Cairo)
  1. Communicating with existing clients and working to attract new clients to the organization.
  2. Promote new products to existing and potential customers.
  3. Developing and updating information about products and communicating it to customers.
  4. Presenting products to customers and providing methods of use and product specificatio

2/2017 - 8/2018

- **Customer service**
Majed elfuttiem
-Welcome and assist customers, train new team members.
- Find solutions to problems and act as a manager's representative.

4/2014 - 8/2016

- **Team leader**
Etisalat
-Fostered an inspiring team environment with open communication.
- Set clear goals, delegated tasks, and monitored performance.
- Provided coaching, resolved conflicts, and recognized achievements.

- Encouraged creativity, risk-taking, and organized team-building activities