MOHAMED SAAD MOHAMED

15 Osman El Omda St, Omrania, Giza, Egypt
01157422422 | Egypt | Date of Birth: 7 January 1987 | Marital Status: Single

SUMMARY

Professional and detail-oriented accountant with over 13 years of experience in accounting, auditing, and taxation across different sectors. Highly skilled in financial reporting, supplier accounts, and tax management. Dedicated to maintaining accurate records, ensuring compliance with financial regulations, and contributing to organizational growth through sound financial planning. Seeking to leverage my expertise in a challenging accounting role within a reputable organization.

EDUCATION

- Bachelor's Degree in Commerce – Accounting Department | Cairo University – Graduated 2010
- Professional Certified Accountant – PFA (Professional Financial Accountant) | Certified by the Egyptian Syndicate of Commercial Professions – 2025

WORK EXPERIENCE

Accountant – Al-Maktab Al-Mihani for Accounting and Auditing | 2021 – 2025

- Preparing financial statements and balance sheets accurately.
- Handling taxation files and submitting tax returns on time.
- Reviewing and reconciling accounts to ensure accuracy and compliance.
- Conducting internal audits and verifying financial documentation.
- Preparing reports for management and external auditors.

Suppliers Accountant – EZ Pharma | 2014 – 2020

- Managing supplier accounts and verifying invoices.
- Preparing payment vouchers and following up on outstanding balances.
- Maintaining supplier ledgers and reconciling accounts regularly.
- Assisting in preparing monthly and annual financial reports.
- Collaborating with the purchasing department to ensure accurate supplier data.

Accountant – Mohamed Mabrouk Accounting and Auditing Office | 2011 – 2013

- Recording journal entries and updating accounting records.
- Assisting in preparing financial statements and tax files.
- Participating in auditing client accounts and preparing reports.
- Handling payroll and expense entries.
- Supporting senior accountants in preparing budgets and forecasts.

CERTIFICATIONS

- Professional Financial Accountant (PFA) – Certified 2025
- Member of the Egyptian Syndicate of Commercial Professions

TECHNICAL SKILLS

- Financial Reporting
- Tax Accounting
- Auditing and Review
- Supplier Accounts
- Budget Preparation
- Microsoft Excel and Office Suite
- ERP and Accounting Software (e.g., QuickBooks, Odoo)
- Financial Analysis

PERSONAL SKILLS

- Strong Analytical Thinking
- Attention to Detail
- Time Management
- Problem Solving
- Teamwork and Collaboration
- Ability to Work Under Pressure
- Effective Communication

LANGUAGES

- Arabic: Native
- English: Good