Mustafa Abdelmageed Mohamed

Accountant

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Professional Summary

Detail-oriented and motivated Accountant with over 3 years of experience in the mining and metals industry. Skilled in financial reporting, bookkeeping, and reconciliation. Proficient in Microsoft Office tools and accounting systems, with strong analytical and problem-solving abilities. Seeking to contribute expertise to support organizational growth.

Work Experience

Accountant – Shalateen Mineral Resources Company (SMRC), Egypt (2021 – Present)

- Preparing and analyzing financial statements and reports.
- Maintaining accurate records of daily financial transactions.
- Assisting in internal audits and reconciliations.
- Ensuring compliance with accounting standards and company policies.

Education

Bachelor of Commerce – Menoufia University, 2020

Skills

- Financial Reporting & Bookkeeping
- Microsoft Excel, Word, and PowerPoint
- Accounting Software (ERP / QuickBooks basics)
- Problem-Solving & Analytical Thinking
- Attention to Detail & Time Management

Languages

- Arabic: Native
- English: Good