MOHAMED WAHEED ALSHAHAT

ACCOUNTANT

Phone: +201220010407 | Email: mwa464925@gmail.com | Location: Cairo, Egypt

Professional Summary

Detail-oriented and highly motivated accounting graduate with hands-on experience in treasury, payables, inventory control, and HR operations. Proven ability to handle financial transactions, manage payroll, track expenses, and maintain accurate records. Adept in Microsoft Excel, ERP systems (Odoo), and administrative coordination. Seeking to contribute to a dynamic finance team in a reputable organization.

Career Objective

To obtain a challenging entry-level accounting position in a reputable international organization where I can apply and enhance my knowledge of financial principles, gain professional experience, and support business growth through accurate financial management and reporting.

PROFESSIONAL EXPERIENCE

Zain Al Sham Restaurant - Cairo, Egypt

Branch Accountant

April 2025 - April 2026

- Collected daily revenue from multiple cashiers across the restaurant branches.
- Monitored and tracked all sales transactions using the Deyafa POS system.
- Recorded daily accounting entries (revenues and expenses) into the EGSoft accounting system.
- Tracked and documented customer and supplier transactions in the company's accounting system.

AGC Auto Company - Cairo, Egypt

Accountant

January 2024 - April 2025

- Managed cash operations, tracked incoming and outgoing funds, and recorded transactions using Excel and Odoo ERP.
- Processed monthly payroll and commission payments for employees and workers.
- Handled supplier accounts, bank transactions, and customer receivables including cash, checks, and promissory notes.
- Uploaded all financial data into the ERP system ensuring accuracy and completeness.

El-Motahida Medical Supplies Factory - Cairo, Egypt

HR Specialist

June 2023 - January 2024

- Oversaw workforce attendance, transportation logistics, and employee accommodation.
- Administered employee insurance processes and salary disbursement.
- Coordinated with factory management on administrative planning and organizational structure.

El-Motahida Medical Supplies Factory - Cairo, Egypt

Inventory Accountant / Storekeeper

April 2023 - June 2023

- Responsible for all warehouse operations, including monitoring incoming and outgoing inventory.
- Issued invoices for manufactured goods and ensured accurate inventory documentation.
- Maintained inventory records and ensured data alignment with ERP system.

EDUCATION

Bachelor of Commerce - Accounting Department

Zagazig University, Egypt

September 2019 - July 2024

CERTIFICATIONS & COURSES

- PFA - Professional Financial Accountant
- Accounting Excellence
- ICDL - International Computer Driving License
- Financial Technology Fundamentals
- Human Resources Management
- Digital Marketing Essentials
- Employability Skills Development

TECHNICAL & SOFT SKILLS

- Accounting Software (Odoo, ERP)
- Microsoft Excel (Advanced)
- Payroll Processing
- Bank Reconciliations
- Cash Flow Management
- Data Entry & Record Keeping
- Communication & Teamwork
- Leadership & Problem Solving
- Time Management & Organization
- Administrative Coordination

LANGUAGES

- Arabic: Native
- English: Intermediate (B1)

ADDITIONAL INFORMATION

- Driving License: Valid Egyptian License