

Name: Mohamed Elalfy Labe

Professional Title: Accountant

Location: Dikernes - Mansoura

Phone: 01091230032

Email: elalfy608@gmail.com

Objective

I am a graduate of the Faculty of Commerce with a passion for accounting. I enjoy working in teams, am proficient in Microsoft programs, and am driven by innovation and development in my field.

Education

Bachelor of Commerce

University: Mansoura University

Department: Faculty of Commerce (Arabic)

Major: Accounting

Graduation Year: July 2023

Degree: Very Good

Skills

- **Accounting Skills:** Financial Accounting, Managerial Accounting, Taxation, Cost Accounting
 - **Computer Skills:** Microsoft Excel, Word, PowerPoint
 - **Language Skills:** Proficient in English (writing and speaking)
 - **Soft Skills:** Communication, Time Management, Quick Learning
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Experience

Accountant at Elbanna Group for Poultry Production August 2024 September 2024

Responsibilities:

- Uploading invoices to Excel and recording them in Oracle.
- Uploading daily production data to Oracle and Excel.
- Recording the company's production on the Poultry program.
- Preparing sales statements for traders and receiving cash payments from them.
- Reviewing balances with warehouses and tracking egg deliveries from barns to warehouses.
- Ensuring the final balance matches with physical stock and delivery receipts.

Payment Accountant at Supermarket**Duration:** November 2023 - May 2024**Responsibilities:**

- Reviewing and recording invoices
- Pricing products
- Matching balances with suppliers
- **Achievement:** Learned to use the accounting software independently and created a comprehensive supplier database

Cashier at Restaurant**Duration:** 26 August 2023 - 11 October 2023**Responsibilities:**

- Processed customer orders and payments
- Provided excellent customer service
- Managed cash drawer and balanced daily receipts
- Collaborated with kitchen staff

Courses

- Professional Financial Accounting (PFA): Tera Courses Online (2022)
- Professional Financial Accounting (PFA): Accflex Online (2023)
- Microsoft Excel: Tawair Online (2022)
- Basic Banking: Maarf Online (2022)
- Financial Education for Young People: Central Bank of Egypt & Egyptian Bank Institute Online (2023)
- Accounting Basics: Create Financial Statements: Udemy Online (2023)
- Design an Accounting System for Your Company: Mssaqat Online (2023)
- Accounting Fundamentals: Corporate Finance Institute Online (2023)
- Accounting with Excel: Tawar we Ghayar Online (2023)
- Electronic Accounting: Accflex Online (2023)
- Soft Skills: Ministry of Youth and Sports Online (2023)
- Soft Skills: Vital Online (2023)
- Financial Accounting: Accflex Online (2024)
- International Financial Reporting Standards (In Progress)
- Microsoft excel from beginner to advanced udemy online (2024)
- Odoo Finished Purchase , Sale, inventory, accounting

Internships**Banque Misr Summer Internship****Duration:** May 2021 - October 2021

Program: Online Training

Learnings: Types of banks, their importance, and the services they provide

CIB Summer Internship

Duration: August 2022

Program: Online Training

Learnings: Entrepreneurship

EYouth Training Program

Duration: November 2022

Program: Online Training

Learnings: Entrepreneurship

Advisory Company Training Program

Learnings: Interview techniques, creating CVs, cover letters, and professional emails

Egyptian Banking System Model

Learnings: Entrepreneurship, Financial Inclusion, Personal Loans, Accounts

Last Update: 4/9/2024