SARA MAHMOUD FAHMY

ACCOUNTING MANAGER | TAX SPECIALIST | FIRE PROTECTION SYSTEMS ENGINEER

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PROFESSIONAL SUMMARY

Multidisciplinary professional with progressive experience in Accounting, Taxation, Cost Accounting, Project Cost Control, and Fire Protection Systems Engineering within the construction and contracting sector.

Bachelor of Commerce – English Section, Tanta University, 2019. Progressed from General Accountant (2022–2023) to Cost Accountant (2023–2024) and Accounting Manager (2024–Present), while simultaneously developing practical expertise in Fire Fighting Systems Design, Hydraulic Calculations, Shop Drawings, and Technical Documentation since 2022.

Strong ability to combine financial and technical expertise, with experience in project cost control, abstracts, quantity and cost estimation, tax documentation, fire protection design, hydraulic calculations, and technical reporting.

PROFESSIONAL EXPERIENCE

THE EGYPTIAN COMPANY FOR COMMERCIAL AGENCIES & GENERAL CONTRACTING — 2022 – PRESENT

ACCOUNTING MANAGER — 2024 – PRESENT

- Manage and supervise daily accounting operations, financial records, reconciliations, and reporting.
- Oversee project cost control and financial analysis for construction and commercial activities.
- Review financial and engineering progress statements (Abstracts), quantities, costs, and supporting documentation.
- Coordinate financial information between accounting, engineering, and project teams.
- Manage tax accounting activities and support tax return preparation and tax documentation.
- Review project expenditures and financial data to support effective cost monitoring and control.

COST ACCOUNTANT — 2023 – 2024

- Prepared and analyzed construction project cost records and reports.
- Monitored material, labor, subcontracting, and project-related expenditures.
- Reviewed quantities, invoices, estimates, and project financial documentation.
- Prepared and reviewed abstracts, quantities, and cost statements.
- Coordinated with engineering teams to verify quantities and associated project costs.

GENERAL ACCOUNTANT — 2022 – 2023

- Managed daily accounting transactions and maintained accurate financial records.
- Prepared accounting reports, reconciliations, and supporting schedules.
- Handled supplier, customer, and account-related documentation.
- Assisted with tax accounting and financial documentation for commercial and construction activities.

FIRE PROTECTION SYSTEMS ENGINEER (Concurrent Role) — 2022 – PRESENT

- Design and develop Fire Fighting and Fire Protection Systems for construction projects.
- Prepare detailed Fire Protection Shop Drawings using AutoCAD.
- Perform hydraulic calculations using Elite Fire and prepare technical calculation reports.
- Develop fire protection pipe networks and determine appropriate pipe sizing and system requirements.
- Review flow requirements, fittings, valves, fire protection equipment, and system layouts.
- Prepare technical drawings and documentation in accordance with applicable Egyptian Fire Code requirements.
- Coordinate fire protection design requirements with project execution and site conditions.

EDUCATION

TANTA UNIVERSITY — 2019

Bachelor of Commerce – English Section

CORE SKILLS

Accounting & Finance: General Accounting | Accounting Management | Cost Accounting | Tax Accounting | Tax Return Preparation | Financial Reporting | Project Cost Control | Financial Analysis | Reconciliation | Abstract Preparation | Quantity & Cost Estimation

Fire Protection Engineering: Fire Fighting Systems Design | Fire Protection Systems | Hydraulic Calculations | Shop Drawings | Pipe Sizing | Hydraulic Analysis | Technical Reports | Egyptian Fire Code

Software & Tools: AutoCAD | Elite Fire | 3ds Max | Microsoft Office

Professional Skills: Team Management | Analytical Thinking | Problem Solving | Attention to Detail | Technical Documentation | Project Coordination | Time Management

LANGUAGES

Arabic: Native Speaker | **English:** Fluent