

MOHAMED BAHGAT

Accountant

Al-Barsha, Dubai, United Arab Emirates | Nationality: Egyptian | +971551738399 | mohamedbahgat464@gmail.com
Visa Status: Residence visa

Summary

Substantiate financial transactions by auditing documents. Maintain accounting controls by preparing and recommending policies and procedures. Guide accounting clerical staff by coordinating activities and answering questions. Reconcile financial discrepancies by collecting and analyzing account information.

Technical Skills

- | | |
|------------------------------------|---------------------------------|
| ▪ Account Receivable (AR) | ▪ Account Reconciliation |
| ▪ Accounts Payable (AP) | ▪ Revenue Recognition |
| ▪ Data Analysis | ▪ Bank Reconciliation |
| ▪ Banking | ▪ Forecasting |
| ▪ Legal Assistance | ▪ Bookkeeping |
| ▪ Expense Allocation | ▪ Financial Reporting |
| ▪ Real Estate Leasing | ▪ Investment Analysis |
| ▪ Debt Settlement | ▪ Cost Management |
| ▪ Rental Management | ▪ Tax and Regulatory Compliance |
| ▪ Leadership and Management Skills | ▪ Anti-Money Laundering |

Core Skills

- | | |
|---------------------------|------------------------------------|
| ▪ Effective communication | ▪ Prioritization |
| ▪ Financial Analysis | ▪ Ethical and Professional Conduct |
| ▪ Numerical Skills | ▪ Analytical Skills |
| ▪ Attention to Detail | ▪ ERP Systems |
| ▪ Problem-Solving | ▪ Project Management |
| ▪ Analytical Thinking | ▪ Pact software |
| ▪ Time Management | ▪ Thoroughness |
| ▪ Continuous Learning | ▪ Communication Skills |
| ▪ Risk Management | ▪ Microsoft Excel |

Work experience

Abdullah Bin Hathbour Fish Trading – Dubai, UAE

1 / 2024 to 11 / 2024

Accountant

Managing, controlling of organization's finance, determining the structure of the organization. Managing the closing of the accounts up quarterly, monthly or annual closing schedules while verifying the accuracy of the information sent to me, regarding accounting standards. Responsible for monitoring the budget and the financing plan. Assist and supporting Auditors during the auditing period.

Results:

- Prepare and review budget, revenue, expenses, payroll entries, invoices, and other accounting documents.
- Recording and tabulating the entries for the daily operations of the treasury's inputs and outputs.
- I have experience in Odoo ERP system.

Strategies:

- Auditing the documents with real facts to achieve accounting goals.
- Auditing and posting all transactions entries.
- Checking all reconciliations by monthly (Debtors, Bank, Related parties, Credit Cards, suppliers).

Work experience

Telecom Egypt [Egypt, Cairo]

1/ 2021 to 10 / 2023

General Accountant

Managing, controlling of organization's finance, determining the structure of the organization. Managing the closing of the accounts up quarterly, monthly or annual closing schedules while verifying the accuracy of the information sent to me, regarding accounting standards. Responsible for monitoring the budget and the financing plan. Assist and supporting Auditors during the auditing period.

Results:

- Follow up system inputs (purchases) and outputs (sales).
- Prepare and review budget, revenue, expenses, payroll entries, invoices, and other accounting documents.
- Recording and tabulating the entries for the daily operations of the treasury's inputs and outputs.
- I have experience in Odoo and Tally ERP system for 2 years

Strategies:

- Auditing the documents with real facts to achieve accounting goals.
- Auditing and posting all transactions entries.
- Checking all reconciliations by monthly (Debtors, Bank, Related parties, Credit Cards, suppliers).
- Supporting CFO with financial reports closing (Monthly, quarterly, yearly).

Work experience (continued)

Working as an accountant at Tanwier Accounting services [Egypt]

8 / 2019 to 12 / 2020

Account Assistant

Learning Accounting Principles in many different categories Tax/Financial/Managerial/Audit Accounting. Also worked on many companies' files in different aspects and this helps my experience to know the variety of many business needs.

Main Responsibilities:

- Preparing and analysis expenses reports
- Submitting vat tax
- Tax consultancy
- Prepare daily and monthly financial reports
- Responsible for journal entry & Ledger & trail balance & adjusting entries & adjusting trail balance for different companies.
- Preparing Financial statements
- Worked in Odoo , Tally , Daftra , and Next ERP system
- I have experience in odoo and tally ERP system for 2 years

Education

Graduated from faculty of Business administration & international marketing 2015 to 2019

Accounting department

Grade: Very good

Languages

Arabic: First Language

English: good

Technical Summary:

- Proficient with PC, Mac and Microsoft Office (Word, Excel, Outlook, PowerPoint)
 - Professional Financial accountant Ain shams Uni (PFA) July 2019
 - Electronic Accounting with advanced excel and Quick books Ain shams Uni July 2019
- Interests: Driving Car, Mediation, tennis, cooking.