MOHAMMED MOHAMMED TAYEA

SENIOR FINANCIAL & BANK ACCOUNTANT

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PROFESSIONAL SUMMARY

Senior Financial & Bank Accountant with over 18 years of professional accounting experience in managing and auditing financial operations, complex bank reconciliations, cash flow, and tax compliance for large industrial and commercial organizations. Experienced in accurate bank-account matching, reviewing import purchasing transactions, inventory control, internal auditing, and preparing comprehensive financial reports using Oracle ERP, Odoo ERP, and Advanced Excel.

CORE SKILLS

- **Financial & Banking:** Bank Reconciliations (100% accuracy), Cash Flow Management, General Ledger, Financial Reporting, Financial & Stock Audits
- **Taxation & Compliance:** Value Added Tax (VAT), Withholding Tax, Tax Portals Compliance, Import Purchasing Reviews, Supplier Accounts Management
- **Software & Systems:** Odoo ERP, Oracle ERP, Advanced Excel, Complete Microsoft Office Package
- **Languages:** Arabic (Native), English (Good), German (Intermediate B1), Turkish (Elementary A1/A2)

PROFESSIONAL EXPERIENCE

Senior Financial & Bank Accountant (Permanent)

Alexandria, Egypt | Aug 2008 – Present

Alexandria Shipyard Company

- Prepared and automated monthly bank reconciliations for high-volume corporate accounts, maintaining 100% accuracy to meet internal and external audit requirements.
- Managed and updated ledger records and daily financial transactions using Odoo ERP and Oracle ERP.
- Followed up supplier accounts and reviewed invoices and import purchasing contracts involving millions of Egyptian pounds.
- Managed tax files through the digital tax system, including VAT and withholding tax compliance.
- Served as an Internal Auditor in the Inspection & Inventory Department, conducting unannounced stocktaking and inspections across company warehouses, permanent/temporary petty cash advances, and employee custody accounts.
- Executed periodic and annual inventory counts for main and sub-warehouses, while serving as Committee Chairman for scrap and lot sales to clients.

Receptionist / Host

Istanbul, Türkiye | Aug 2018 – Jan 2020

YEMEK CAVUS Restaurant

- Organized customer service and guest support in a 13-floor commercial and tourism complex.

Wholesale & Export Sales Representative

Istanbul, Türkiye | Feb 2018 – Jul 2018

Çarşı (Merter)

- Coordinated commercial activities for wholesale sales and export operations to European and North African markets.

Manager – Small Business Projects

Alexandria, Egypt | Jan 2003 – Jul 2008

Al Sharqa Foundation

- Managed financial cycles, raw-material procurement, and operating budgets for small enterprise projects.

EDUCATION

Bachelor of Commerce – Accounting Major | Tanta University **1997 – 2001**

Overall Grade: Good

CERTIFICATIONS & TRAINING

- **German Language B1 Course** | Portal Academy, Alexandria (2026)
- **English Language Diploma** | E.L.T / British ARROW Academy (2021)
- **Turkish Language Certificate** | ASAM International Organization (2020)
- **Advanced Microsoft Office Certification** | E.C.T Academy