

Mohamed Abdel-Naby El-Sawaf

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Career Objective:

Seeking to obtain a challengeable banking position in a fast-paced organization where I will enhance my knowledge and experience in the banking sector with the objective of developing my career path.

Education: 2003-2006

University: Bachelor of Commerce – Ain Shams University
Cumulative Grade: Very Good

Work Experience:

Account Manager — Sep, 2023 – Till Present

Macro Trade Company
Achievement:

- Oversee the management of general accounts and the balance sheet.
- Ensure compliance with financial and tax policies and local and international regulations.
- Provide accurate financial reports and their interpretation to senior management.
- Lead and direct the accounting team to achieve financial objectives.
- Coordinate with other departments to ensure efficient implementation of financial processes.
- Review monthly and annual accounts to ensure accuracy.
- Provide strategic financial advice to senior management.
- Monitor payments and invoices and ensure adherence to deadlines.

Account Manager — March, 2009 – Aug 2023

Achievement:
Masreya Media Translation Company
-Collating, preparing, and interpreting reports, budgets, accounts, commentaries, and financial statements.
-Undertaking strategic analysis and assisting with strategic planning producing long-term business plans.
-Controlling income, cash flow, and expenditure managing budgets.
-Developing and managing financial systems/models.
-carrying out business modeling and risk assessments supervising staff, liaising with managerial staff and other colleagues.

Accountant — January, 2008 – February, 2009

International Office for Trade

Achievement:

- Operating as the lead point of contact for any and all matters specific to your accounts.
- Building and maintaining strong, long-lasting customer relationships.
- Overseeing customer account management, including negotiating contracts and agreements to maximize profit.

Accountant — July, 2006 - December, 2007

Sowaidan Business Consulting

Achievement:

- Forecast and track key account metrics (e.g. quarterly sales results and annual forecasts)
- Clearly communicate the progress of monthly/quarterly initiatives to internal and external stakeholders.
- Update job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations. - auditing financial information.

Accountant — April, 2005 - June, 2006

New Train hotel

Achievement:

-Preparing accounts and tax returns
-Administering payrolls and controlling income and expenditure
-Compiling and presenting reports, budgets, business plans, commentaries, and financial statements -Analyzing accounts and business plans
-Providing tax planning services with reference to current legislation
-Financial forecasting and risk analysis and dealing with insolvency cases

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Training and Courses:

- Customer Service & Operation AT NBE EL-AHLY bank
- Customer Service AT QNB EL-AHLY INTERNAL
- Auditing Training Course at El-SEWEDY CABELS

Skills:

• Linguistic skills

- Arabic: Mother's tongue
- English: Very Good of Both Spoken and Writing

• Computer skills

- Very good at MS Office (Word, Power point, Excel, Outlook, Internet)
- Excellent Knowledge Of Very Good (NIW XP, WIN 7and 8)

- **Personal skills**

-Dependable and responsible
-Ability to work with a team
-Ability to handle multiple task
-Communication and presentation
-Professionalism
-Planning and Organizing
-Willingness to Learn

Personal Information:

Date of Birth: August 9^{th} 1983
Nationality: Egyptian
Marital status: Married
Military Service: Exempted