Mohamed Adel

BBA Graduate | English Section

Contact Information

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Career Objective

To build a long-term career in accounting with a reputable firm where I can apply my skills, analytical thinking, and dedication to continuous learning.

Professional Summary

Motivated Business Administration graduate (English section) with hands-on training in accounting, financial reporting, and auditing. Comfortable working in fast-paced environments and committed to accuracy, efficiency, and growth in financial operations.

Experience

Junior Accountant | Local Accounting Office, Cairo

Feb 2025 - Present

- Recording daily journal entries and maintaining general ledger accounts
- Assisting in the preparation of financial statements and reports
- Reconciling bank statements and tracking accounts receivable/payable
- Supporting monthly closings and assisting with audit requirements

Education

Bachelor of Business Administration (BBA), Accounting - English Section

Misr University for Science and Technology

Graduated: January 2025

Certifications & Courses

- Basics of Accounting - Yanfa Platform
- Microsoft Advanced Excel - Yanfa Platform

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- Completed auditing course (aware of all audit steps)
- Currently progressing through IFRS study

Key Skills

- General ledger and journal entry management
- Financial statement preparation and bank reconciliation
- Advanced Excel (VLOOKUP, IF formulas, PivotTables)
- QuickBooks Online (Client management, invoicing, reconciliation)
- Power BI basics (for financial dashboards)
- Accounting software adaptability (ERP systems)
- Attention to detail and time management
- Team collaboration and problem-solving

Languages

- Arabic: Native
- English: B2 Level (CEFR)