Belal Abdelhamed Hilal

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Objective:

Fresh Accounting graduate with strong communication skills, effective time management and problem solving ability, seeking an entry level accounting position in a reputed organization. Good knowledge of financial accounting, customer service and sales through various professional training. Ability to manage accounts, oversee quality control and enhance operational efficiency. Knowledgeable with accounting software including Odoo**,** SAP and Oracle. Use of Microsoft Excel and Word. Willing to leverage my skills and continuous learning to contribute to financial accuracy, customer satisfaction and professional growth

Education:

Faculty of Commerce, Tanta University, Egypt *Bachelor's Degree in Accounting* (2019 – 2023)

Experience:

Mediafish Company, Tanta, Egypt *Accountant* (December/2024- present)

- Recording Revenues and Expenses: Supervising the process of recording all revenues and expenses to ensure the accuracy of financial records.
- Reviewing Bank Statements: Reviewing and analyzing monthly bank statements to ensure the accuracy of balances and banking transactions.
- Using Accounting Software:

Odoo: Dealing with Odoo to manage financial accounts and reports.

Egy Army, Egypt *Accountant* (2024)

- Managed the accounts and administration of the service complex during my military service. Oversaw quality control and cost management of meal recipes. Prepared monthly financial reports to track performance. Handled financial settlements with representatives and was responsible for ordering raw materials for the restaurants.

Banque Misr, Alexandria, Egypt *Internship (Rowad Program)* (2023)

- Issued about 150 Meza cards during the training period.
- Assisted numerous customers at ATMs.
- Responded to customer inquiries effectively.

South Delta Electricity Distribution Company, Tanta, Egypt *Internship* (2023)

- Trained extensively in financial accounting, focusing on accurate financial record-keeping and report preparation. Managed procurement processes, including handling tenders and supplier negotiations to ensure the best terms and compliance with company policies. Gained valuable experience in inventory management, overseeing stock levels, and ensuring proper documentation. Developed strong customer service skills by responding to client inquiries and resolving issues promptly. Enhanced sales abilities by supporting sales teams in achieving targets and improving customer satisfaction.

Arab Contractors Company (Osman Ahmed Osman), Tanta, Egypt *Internship* (2023)

- Trained in financial and construction accounting. Worked in various departments:.
- Suppliers: Managed accounts and tracked payments.
- Clients: Handled invoicing and payments.
- Cash and Banks: Managed cash flow and reconciliations..
- Subcontractors: Coordinated accounts and managed contracts.
- Inventory: Oversaw stock management and reporting.

Pharma Overseas Company, Alexandria, Egypt *Internship* (2023)

- Participated in comprehensive training in multiple departments including Inventory Management, Human Resources, Logistics, Sales, and Marketing.

University Center for Career Development (UCCD), Tanta University, Egypt *Sales Internship* (2023)

- Completed a course on sales professional techniques, including buying, selling, collection, and payment from clients and vendors.

University Center for Career Development (UCCD), Tanta University, Egypt *Customer Service Internship* (2022)

- Completed a course on Customer Relationship Management (CRM).

Wasaly Company, Tanta, Egypt *Shipping Representative* (2020 - 2023)

- Delivered goods and maintained communication with clients.
- Ensured transaction accuracy while handling cash payments during deliveries."

Certificates:

Edraak Online Courses:

- Preparing External Financial Reports - Partial CMA
- Accounting and Financial Administration
- Introduction to Financial Performance Management

HP Life | HP Foundation Online Courses:

- Profit and Loss
- Fundamentals of Financing
- Data Science & Analytics

M3aarf Online Courses:

- Cost Accounting (2024)

Udemy Online Courses:

- Pricing Fundamentals (Dr. Ehab Mesallum) (2024)

Tawarwghayar Online Courses:

- Accounting Excel (2024)

It Sharks Online Courses:

- Financial Accounting and Accounting Essentials (2023)

Ministry of Planning and Economic Development, Egypt:

- Raising Capital and Financing
- Financial Management in Startup Companies
- Taxes and Insurances (2023)

Egyptinnovate - Ebt3e3 Misr Online Courses:

- Principles of Investment (2023)

Egyptian Banking Institute:

- Introductory Course for Bank Credit
- Financial Education
- Financial Plans
- The Relationship Between Banks and Small Projects
- Business Model
- Implementation Stages for Small Projects and Leading Businesses (2023)

HP Life | HP Foundation Online Courses:

- Cash Flow (2023)

ULTIMATE Academy:

- ERP Course (Online) (2023)

How to be HR, Egypt:

- Introduction to Human Resource Management (2023)

Languages:

- Arabic: Mother tongue
- English: Good

Computer Skills:

- Proficient in Microsoft Word and Excel
- Knowledgeable in SAP and Oracle

Volunteering:

- Participation in "A Decent Life" Campaign - Egypt (2023)