



Mohamed Elkahky

📍 Dubai, UAE / Egyptian

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Professional Summary

Knowledgeable Accountant proficient in laws and procedures governing business operations, tax filings and regulatory compliance. Handles detail-oriented work in methodical and organized fashion. Leverages field expertise, resourcefulness and diligence to make positive impact on business operations.

Skills

- Tax accounting specialization
- Calculating liabilities
- SAP expertise
- Account reconciliation specialist
- MS Office Suite
- Superior attention to detail
- Account Reconciliation
- QuickBooks expert
- Budgeting
- Cash Flow analysis
- Statutory Reporting
- Financial Management
- Administrative support
- Bookkeeping
- Budget Analysis

Work History

09.2022 - Current

Accountant

MBB (Public Accountant's Office) - Cairo, Egypt

- Reconciled accounts and reviewed expense data, net worth, and assets.
- Documented cash, credit, fixed assets, accrued expenses, and line of credit transactions.
- Completed daily cash functions like account tracking, payroll and wage allocations, budgeting, donating, and cash, and banking reconciliations.
- Leveraged finance knowledge to strengthen controls and improve transparency.
- Itemized taxpayer expenses to identify maximum adjustments, deductions and credits.

03.2022 - 06.2022

Call Center Representative

We-Telecom Egypt

- Adhered to company policies and scripts to consistently achieve call-time and quality standards.
- Learned and maintained in-depth understanding of product and service information to offer knowledgeable and educated responses to diverse customer questions.

