

Mohamed Adel

JUMEIRAH FIRST DUBAI • (971) 0567192071. • Visa: working visa with NOC
• Mohamedadel123698745123@gmail.com
• <https://www.linkedin.com/in/mohamed-adel-714a35291>

OBJECTIVE

Recent English Business graduate from Zagazig University with expertise in daily journal entries and audit balance sheet preparation. Committed to applying knowledge of ledger accounts to contribute effectively in an accounting role. Eager to embrace continuous learning, fostering professional growth within a dynamic environment. Possesses a meticulous approach to financial processes, ensuring accuracy and efficiency in accounting

EDUCATION

Bachelor of Commerce in English. Zagazig University. Major: Business Administration.

Duration: 2017 – 2021. GPA : 2

Graduation Project: Restaurant Feasibility Study For my graduation project, I conducted a thorough feasibility study assessing the establishment of a restaurant. This involved a detailed analysis of financial and economic aspects, including cost estimates and revenue projections. I identified the target audience, analyzed market competitors, and aimed to provide a strategic insight into the restaurant's potential for profitability and sustainability in the market.

Professional Experience

The Breakroom Company. 10/6/2021 – 1/12/2021

Accountant

Record daily financial transactions in the general journal.

Monthly Inventory. • Deal with suppliers. • Review bills

Warehouse Keeper – Aboor Land Company 1/12/2021 – 10/2/2022

• Receiving and inspecting goods. Managing and organizing storage space. Conducting daily inventory operations. Monitoring and controlling the movement of goods. Preparing customer orders and coordinating shipments.

sales in Town Team, LZC Mall. 1/3/2022 –15/11 2023

▪ Handled customer inquiries and resolved issues, demonstrating responsibility for specific tasks within the team. Monitored team agents, verified monthly quality records, and provided training for new hires or those in need of improvement.

Skills

- Accounting: Proficient in executing accounting operations such as preparing daily journal entries and financial reports.
- Microsoft Excel: Advanced skills in utilizing Excel for data analysis, creating pivot tables, and designing charts.
- Computer Programs: Experience in using and integrating various computer programs to enhance efficiency and streamline daily operations.
- Technical Proficiency: Adaptability to modern technology, leveraging it effectively within the context of accounting practices.
- Bilingual: Native in Arabic and proficient in English.