



# Mohamed Adel

## ACCOUNTANT

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I am an accountant with more than three years of industry experience. Throughout my career, I have eagerly dedicated myself to learning various accounting topics, mastering accounting difficulties, and efficiently carrying out job-related responsibilities. My career in this industry has been defined by an unshakable commitment to quality, as evidenced by a track record of delivering exceptional results and contributing considerable value to the businesses for which I have worked.

### WORK EXPERIENCE

#### German Agency for International Cooperation ( GIZ )

Project Accountant

- Procurement plan.
- Financial plan.
- Submitting the monthly financial report.
- Submit a list of expenditure for the period.
- Dealing with the project's tax returns.
- Monitoring banking data and bank statements.

#### African chemical company

Accountant

- Follow-up with customer accounts and continuous guidance and direct supervision of the department.
- Review and monitor suppliers' accounts.
- Continuous and direct supervision of the warehouse department and ensuring the correctness and safety of stocks in the warehouses.
- Supervising the implementation and commitment to the treasury's documentary cycle.

#### Vision group for engineering and construction

Accountant

- Reviewing the extracts issued by the contractors' project management.
- Reviewing customer account statements and making approvals with the customer to settle the account periodically.

### EDUCATION

#### ALEXANDRIA UNIVERSITY

2016 - 2020

Bachelor's Degree In Commerce Accounting (English Department )

Grade: Good

### TRAINING AND CERTIFICATES

#### German Agency for International Cooperation ( GIZ )

1/10/2023 - 31/10/2023

- Certificate from GIZ demonstrating my proficiency in Accounting, procurement, monitoring and evaluation, publicity, controls and procedures.

#### PETROLEUM MARINE SERVICES

12/8/2018 - 6/9/2018

- Internship in Accounting and Finance sectors.

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29/7/2017 - 15/8/2017

- Internship in Accounting and Finance sectors.

### ADDITIONAL SKILLS

Working knowledge in IFRS, Hands-on experience in ERP system, Microsoft Office, Detail oriented, Interpersonal Skills , Administrative Skills, Adaptability, Communication and Collaboration, analyze, design and implement database structures.

### LANGUAGES

● ARABIC

● GERMAN

● ENGLISH