

# Mostafa Mohamed Mahmoud Tawfik

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(+20) 1027323189 | mostafatawfik569@gmail.com | Suez, Egypt | Military Service: Exempted

## PROFESSIONAL SUMMARY

Detail oriented and ambitious accountant with practical experience in financial reporting, journal entries, and account reconciliation. Seeking a position in a reputable organization to contribute to financial accuracy and business growth.

## EDUCATION

### Bachelor of Commerce in Accounting (English Section)

Suez University | Graduation Year: 2024 | Grade: Good

## EXPERIENCE

### General Accountant — El Komy Steel Company (Current)

- Recording daily journal entries and ensuring accurate documentation of financial transactions.
- Preparing financial statements including the Income Statement, Balance Sheet, and Cash Flow Statement.
- Monitoring Accounts Receivable (A/R) and Accounts Payable (A/P) and follow up on outstanding balances.
- Performing bank reconciliations to ensure accuracy between company records and bank statements.
- Reviewing financial data for accuracy and compliance with accounting standards.

### Junior Accountant — Serenity Sahl Hasheesh Hotel, Hurghada (7 Months Experience)

- Managed Accounts Receivable (A/R), including invoicing and customer balance follow-up.
- Maintained journal entries.
- Recorded daily financial transactions including cash and credit card transactions.

## SKILLS

**Accounting Skills:** Accounts Receivable (A/R), Accounts Payable (A/P), Bank Reconciliation.

**Technical Skills:** Data Entry, Cash Handling, Financial Reconciliation.

**Software Skills:** Microsoft Excel, Word, PowerPoint, SAP, Odoo, QuickBooks, Quantra ERP.

**Soft Skills:** Communication, Teamwork, Problem Solving.

## CERTIFICATIONS & COURSES

- Professional Financial Accountant (PFA)
  - IFRS & Financial Reporting
  - Financial Statements & Financial Analysis
  - Cost Accounting & Budgeting
  - Advanced Excel for Accounting
  - Odoo ERP
- Professional Human Resources Development – In Progress
  - Recruitment & Selection
  - Talent Acquisition & Mass Hiring
  - Job Analysis & Job Description
  - Payroll Processing & Compensation & Benefits
  - Egyptian Labor Law & Social Insurance

## LANGUAGES

**Arabic:** Native

**English:** Strong command of both written and spoken English