

Mostafa Mohamed Mahmoud Tawfik

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PROFESSIONAL SUMMARY

Detail oriented and ambitious Accountant with practical experience in financial reporting, journal entries, account reconciliation, and ERP systems. Currently pursuing a career shift into Human Resources, with ongoing HR course and a strong interest in developing a career in the HR field. Seeking an opportunity to leverage my analytical, organizational, and communication skills in an HR role within a reputable organization.

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