

Mohamed Mahmoud Tawfik Ibrahim

Accountant

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SUMMARY

Recent accounting graduate with strong knowledge of financial reporting, bookkeeping, and account reconciliation. Skilled in Microsoft Excel, ERP systems, and data entry. Completed practical training in general ledger, invoicing, and bank reconciliation. Detail-oriented, analytical, and eager to contribute to a dynamic finance team.

EDUCATIONAL QUALIFICATION

- Bachelor of Business Administration, Accounting Major, Canadian International College, Good, 2024.

WORK EXPERIENCES

- Business Compaq, Under CPA Mohamed Abdelraouf, Egypt.

Aug 2022 / Aug 2024

Accountant

- Recorded daily transactions in the American General Journal.
- Maintained accurate financial records for reporting.
- Prepared financial reports for management review.
- Created key statements: General Ledger, Trial Balance, Income Statement, Balance Sheet.
- Ensured compliance with accounting standards and internal policies.
- Assisted in account reconciliations for data accuracy.
- Supported month-end and year-end closings and audits.
- Worked with CPA to maintain documentation and improve processes.

PROFESSIONAL SKILLS

- **Financial Reporting:** Prepares accurate financial statements and reports.
- **General Ledger:** Maintains and reconciles general ledger accounts.
- **Excel Skills:** Proficient in formulas, pivot tables, and data analysis.
- **Accounting Standards:** Understands GAAP and IFRS compliance.
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KEY SKILLS

- Microsoft Word&Excel
- Computer Skills
- Customer Service
- Problem-Solving
- Adaptability and flexibility
- Critical thinking skills
- multitasking skills
- leadership skills
- Attention to detail

COMPUTER SKILLS

- Proficient in Microsoft Office (Word, Excel, PowerPoint).
- Basic knowledge of accounting software and data entry systems.

LANGUAGES

- **Arabic:** Native Speaker
- **English:** Intermediate