**Mohamed Abd Elazem Badawy**

**Financial accountant**

**Personal summary and objective**

Self-motivated and confident individual with over 3 years' experience in financial accounting, effectively support in month-end accounting close, general ledger analysis and month-end financial procedures and reporting , safety-minded and good communicator with computer skills.

Looking for a new and challenging accountancy position, one which will make best use of my existing skills and experience, also to add more experience to my working field and to share my relevant background.

**Key skills and competencies**

* **Accounting skills**

- Good knowledge of managerial accounting.

- Good knowledge of performance evaluation and responsibility accounting.

- Good knowledge of Egyptian accounting standards.

- Good all round financial accounting knowledge.

* **Computer skills**

- Excellent knowledge of Microsoft windows

- Strong excel skills

- Good knowledge of access, word and PowerPoint.

* **Language skills**
* Native language : Arabic
* English excellent.
* **Soft skills**
* Investigative.
* Pro-active problem solver.
* Teamwork skills.
* Ability to work under pressure.

**Work experience**

*Alsalam international company for exporting* march 2011- July 2011

Financial accountant

**Duties**

* Revising and inputting of vendors invoices.
* Preparing reports about revenues and expenses during the month.
* Preparing reports about accounts receivable and accounts payable balances.

*Suez Company for fertilizers production (scfp)* July 2011-Present

Financial accountant

**Duties**

* Inputting sales invoices and make matching with sales department.
* Preparing and inputting of month end sales journal.
* Preparing and inputting of discount and added notices journals.
* Preparing summary of discounts and added notices pertaining the adjustments of accounts receivable and accounts payable.
* Assist in the preparation of monthly balance sheet by preparing summary of debtor and creditor reconciliations on the parent company account.
* Assist in the preparation of monthly income statement by preparing summary of the sundry income and collecting information about it to be shown in a disclosure paragraph.
* Preparing quarterly report about the book inventory balances of raw material for the periodic inventory needs.
* Making a match between book inventory balance and quantities received during the quarter, and make adjusting entries.
* Preparing report about used raw materials depending on the production department reports and information.
* Preparing (form 41 taxes) for discount and added taxes.
* Preparing (form 10 taxes) for monthly sales return.
* Preparing various reporting for the financial manager.
* Assist in preparing statement of cash flow.
* Make a review for some sub-accounts.
* Prepare trail balance for accounts receivable.

**Training and courses**

* CMA (in progress).
* Negotiation and communication skills.
* MS SQL server 2008.
* Oracle financial (general ledger).
* Egyptian accounting standards.

**Academic qualification**

Degree: B.SC of commerce.  
Department: accountancy.  
Graduation year: class of 2010.  
Grade: acceptable.  
University: Menofya University, Egypt

E-mail: [Mohamedbadawy424@gmail.com](mailto:Mohamedbadawy424@gmail.com)

**Personal information**

Nationality: Egyptian

Date of birth: march 11, 1986

Military status: exempted

Marital status: single

Driving license: yes- valid till February, 2021.

**Personal interests**

Reading, chess, table tennis, swimming and travelling.

**Contacts**  
Address: El gharbya, kafr el zayat, Egypt  
Mobile: +2 01224081325  
E-mail: [Mohamedbadawy424@gmail.com](mailto:Mohamedbadawy424@gmail.com)