

Saad Samir Eltatawy



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📍 Tanta, Al Gharbiyah, Egypt 📅 01/01/2000

🇪🇬 Egyptian ⚙ Single 🛡 Exempted

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🎓 Education

Bachelor's degree/business information systems, Tanta University 📄

2018 – 2022 | Tanta, Egypt

I Graduated From Tanta University With A Bachelor's Degree In Commerce, Department Of Business Information Systems. My Graduation Project Was An Internship At N.M.E Company As A Data Analyst.

🌐 Languages

- Arabic	████████████████████
- English	██████████████████
- French	██████████████

👤 Career objective

To land a challenging job in a reputable company so I may broaden my knowledge, skills, and learning. Obtain a responsible career path that will allow me to make the most of my education and experience while significantly contributing to the organisation's growth.

👛 Professional Experience

Arabic Game Tester, PTW 📄

11/2022 – present | London, united kingdom

- Perform language checks on a range of yet-to-be-released games for a variety of platforms, including PC, Xbox One, PS5, Wii, PS Vita, DS, Switch, VR, and various mobile and tablet devices
- Identifying and correcting spelling, grammar, punctuation and other language errors
manufacturer guidelines are adhered to
- Logging details of errors/issues found and providing suggestions for improvements
- Ensuring the accuracy of translation within context and consistency of terminology and imagery
- Hunting for missing / wrong content and ensuring the proper date/calendar/character display / format
- Writing reports on errors/bugs found and Ad hoc translation

General Accountant, Elkraf factory

10/2022 – 02/2023 | Tanta, Egypt

- Assists in the development and implementation of facility goals and priorities relating to financial management, budget, accounting, purchasing, and payroll
- Monitors and projects daily cash flow
- Reviews and executes all checks and deposits
- Reviews daily cash receipts and disbursements
- Reviews all purchasing of capital assets, office supplies and facility supplies
- Preparing financial statements
- Installation and maintenance of accounting records to show receipts and expenditures

Skills

- Accounting Software
- Financial Modeling
- Corporate Finance
- Business Valuation
- MS Excel
- Financial Planning
- Strategic reporting
- Analytical skills
- Time Management
- Problem Solving
- Teamwork
- Flexibility
- Creativity
- Critical thinking
- Communication

Courses

- **COMPUTER SCIENCE 50**, *Harvard University*
- **PROFESSIONAL FINANCIAL ACCOUNTANT**,
EG -FINANCE
- **STOCK MARKET**, *EG -FINANCE*
- **BANKING**, *EG -FINANCE*
- **SKILLS AND ABILITIES DEVELOPMENT**,
EG -FINANCE
- **FUNDAMENTALS OF ADVERTISING**,
EG -FINANCE
- **HUMAN RESOURCES MANAGEMENT STRATEGIES**, *EG -FINANCE*
- **FUNDAMENTALS OF DIGITAL AND E-MARKETING**, *EG -FINANCE*

- Maintenance of general and subsidiary ledgers, accounts receivable, revenue distribution, depreciation, cost, property, operating expenses and insurance records
- Reviews financial statements with management personnel
- Coordinate and prepares Payroll and assists in human resources as directed

Financial Analyst, *Al-Jazzar for Trade, Export and Cotton Ginning*

07/2022 – 10/2022 | Tanta, Egypt

- Analyzing financial data
- Researching macroeconomic and microeconomic conditions
- Evaluating capital expenditures and asset depreciation
- Establishing and evaluating records, statements, and profit plans
- Identifying financial performance trends and financial risk, and making recommendations
- Providing recommendations for improvement based on trends
- Providing financial models
- Making financial forecasts
- Analyzing inventory

Data Analyst, *N.M.E*

03/2022 – 06/2022 | Cairo, Egypt

- Participation In The Company's Digitization And Microfilm Archiving Project As A Data Analyst At The Ministry Of Awqaf Headquarters As A Prerequisite For Graduation

Financial Analyst, *Egyptian Exchange*

08/2021 – 11/2021 | Cairo, Egypt

- Training course in banks and stock exchange
- Using automated systems for trading securities and financial instruments, such as the X-Stream system

Financial Accountant, *The office of Mr. Mahmoud Dahi Hussein, chartered accountant*

09/2020 – 12/2020 | Alexandria, Egypt

- Preparing accounting entries
- Registering in books
- Preparing annual financial statements

- FUNDAMENTALS OF SALES MANAGEMENT,
EG -FINANCE

- DIGITAL MARKETING AND SALES
MANAGEMENT, *EG -FINANCE*

- HUMAN RESOURCE AND SKILLS
DEVELOPMENT, *EG -FINANCE*

- MANAGING TIME AND WORK PRESSURE,
EG -FINANCE

- ENGLISH FOR ACCOUNTING, *EG -FINANCE*

- BUSINESS ENGLISH COMMUNICATION
SKILLS, *EG -FINANCE*

- ENGLISH FOR COMMERCE, *EG -FINANCE*

- STOCK MARKET PRODUCTS AND
OPERATIONS, *EG -FINANCE*

- COMMERCIAL BANKING PRODUCTS AND
RETAIL BANKING, *EG -FINANCE*

- HUMAN RESOURCE MANAGEMENT
PRACTICES, *EG -FINANCE*

- FINANCIAL TECHNOLOGY ,MARKETING AND
ADVERTISING, *EG -FINANCE*

-Forecast costs and revenues

-Manage tax payments

-Organize internal audits

-preparing the accounting cycle using electronic
accounting programs

-Doing financial analysis of the financial
statements

-Examining financial records to check for accuracy

Interests

- READING BUSINESS AND FINANCIAL
MAGAZINES

- PRACTICING MIXED MARTIAL ARTS (MMA)

- WEIGHT LIFTING

- COMPUTING

- COMMUNITY SERVICE

- PLAYING VIDEO GAMES

- TRAVELING

- COOKING