



# Mohamed Elbeltagy Mohamed Basouny



## Personal

Name **Mohamed Elbeltagy Mohamed Basouny**  
Address **Tanta, 31115 Tanta, Cairo – El Sheikh Zayed 6  
October**  
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## Work experience

- Assistant Accountant** Mar 2017 - Nov 2017  
*Ahmed Abdel Nabi's office, Tanta*  
Accountant at an accounting and auditing office and tax experts
- Accountant payable** Nov 2017 – Dec 2023  
*Al Badr Investment and Commercial Markets Company, Sheikh Zayed City*  
- Making extracts contractors - Review the warehouse balances on the segment program - Account supplier work - Project cost control - Accounts Payable - Accounts of contractors and suppliers on the ERP system (Next ERP & **Oracle Database** ERP)
- Accountant** Feb 2020 - Jun 2020  
*Al-Safe Company, October Industrial Zone*  
Accountant at Al-Safe Company for Packaging and Public Supplies( Part Time )
- Accountant ( Part Time )** Feb 2020 - Present  
*Ahmed Bassiouny Office for Accounting and Auditing, October 6 City*  
Preparing and organizing the chart of accounts, bookkeeping and preparing financial statements  
Tax services, submitting declarations on the system, and making an electronic invoice  
Corporate auditing  
Establishment and liquidation of companies
- Senior AP & GL Account** Jan 24 - Present  
*Badreldin Real Estate Development*  
- Financial Accounting  
-Contractor extracts on Oracle  
-Oracle Accounts Payable  
-Accounts Receivable (AR)  
-GL Account



## Education and Qualifications

**Bachelor of Commerce Accounting Division** Sep 2011 - May 2015  
*Faculty of Commerce, Tanta University, Tanta*

## Interests

reading

## References

References available on request.

## Skills

**Microsoft Office**

*Expert*

**Problem Solving Skills**

*Experienced*

**Critical Thinking Skills**

*Experienced*

**Communication Skills**

*Expert*

**Teamwork**

*Experienced*

**Creativity**

*Experienced*

**Emotional Intelligence**

*Experienced*

**Attention to Detail**

*Expert*

**Responsibility**

*Expert*

**Digital Skills**

*Expert*

**Data Analysis**

*Expert*

**Foreign Languages**

*Skillful*

## Languages

**English**

*Advanced*

**Arab**

*Native*

## Courses

**Accounting Excel**  
*Faculty of Commerce, Tanta University*

Jul 2015 - Dec 2015

**Microsoft Office Accounting**  
*Faculty of Commerce, Tanta University*

Jul 2015 - Dec 2015

**Professional Financial Accountant**  
*Faculty of commerce, Cairo University*

Nov 2018 - Mar 2019

**CMA in progress**  
*online - Learning- Go*

May 2023 - Present

