



# MOHAMED SHALABY

ACCOUNTANT

## PROFILE

Resourceful Accounting professional with 3 years of experience in audit preparation and reporting. To seek and maintain full-time position that offers professional challenges utilizing interpersonal skills, excellent time management and problem-solving skills. Willingness to take on added responsibilities to meet team goals. Dedicated, hardworking restaurant management professional with extensive daily planning and operations experience.

## CONTACT

PHONE:

**+971545256977**

Address:

**Muweilah Commercial ,Sharjah ,UAE**

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**Mohammedshalaby681@gmail.com**

## HOBBIES

Hobby #1

Hobby #2

## EDUCATION

Graduated from Faculty of Commerce Mansoura University 2018  
[ Bachelor's degree]

## WORK EXPERIENCE

**Queen Of Mahshi Restaurants** [ Restaurants  
manager, Accountant ] (from 1Jan21 - Present)

- Match bank transactions with company records and accounts receivables
- Reconcile customer statements and correct discrepancies as necessary o Liaising with confirmations to branches
- Prepare monthly profit and loss report o Follow up, collection and allocation of payments into system
- Carry out collection and reporting activities according to specific deadlines o Prepares sales adjustments/Sales returns
- Review and monitoring collection process for payments , Prepare bank deposits and reconcile on system , Prepare, tax return, any required reports
- Handled day-to-day accounting processes to drive financial accuracy.
- Monthly bank reconciliation o Monthly closing accounts and assures that the all balances are matched with the trail balance.

## BETA SOLUTION FOR MEDICAL SUPPLIES

[Accountant, store supervisor] (4Dec19 Till 26Dec20)

- Prepare batches of invoices for data entry , Receive and verify invoices and requisitions for goods and services

### Personal Skills:

- Ability to Work in a team
- Working under pressure
- Punctual
- Eager
- Self-motivated
- Communication skills
- Ambitious
- Hardworking
- Flexible
- Responsible

### Personal Data:-

- **Date of Birth:** 21 July 1996
- **License:** available
- **Nationality:** Egyptian
- **Marital Status:** Single
- **License:** available

- Follow-up customers and collection into system o
- Monitoring customers and vendors account details
- Conducted inventory analysis to determine optimal stock levels.
- Supervised associates by providing direction and instruction for stocking shelves, rotating stock and receiving deliveries.

### AL KADY FOR IMPORT LAPTOPS AND COMPUTERS

[Store keeper]

(30Jun18 Till 1Dec19)

- Received, merchandised and arranged all shop items for visual display.
- Documented shipping and receiving records to confirm receipt of orders.
- Stocked storerooms and adjusted minimum and maximum par levels in automated inventory system.
- Kept sales receipts and maintained accounting records.
- Issued invoices to request payment from customers every month.

### COURSES

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- Professional Accountants at Mansoura University from 17/8/2017 To 26/10/2017
- Accountants' Preparation at Mansoura University from 14/9/2017 To 24/9/2017
- Book-Entry at Mansoura University from 28/9/2017 To 8/10/2017
- Quick Books at Mansoura University from 28/9/2017 To 8/10/2017
- Peach Tree at Mansoura University from 12/10/2017 To 26/10/2017
- IC3 at Mansoura University from 11/2/2018 To 11/4/2018

### Skills

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- Excellent User of MS Applications ( Word , Excel, PowerPoint and Outlook)
- Sapaad , foodi System
- Financial ERP System