



Mohamed Shalaby

📍 Sharjah, UAE, / UAE Driving License / Egyptian

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Professional Summary

Detail-oriented Accountant with +4 years effectively maintaining accurate accounting information for large-scale financial organizations. History working as part of financial team to manage diverse financial functions, tax management and reporting. Works closely with executive management on complex mergers and acquisitions and divestitures. Adept at managing budgets, payroll, invoicing and general accounting functions. Instrumental in keeping business operations fully compliant and working within budgetary guidelines.

Skills

- Intuit QuickBooks specialist
- Tax Accounting Specialization
- SAP Expertise
- Sapaad , foodi System
- Financial ERP System
- Invoice Coding Familiarity
- Data Trending Knowledge
- Calculating Liabilities
- Closing Processes
- Financial Management
- General Ledger Accounting
- Tax Law Understanding
- Budgeting
- Account Reconciliation
- Administrative support
- Schedule Management
- Cash Flow analysis
- Partnership accounting
- MS Office Suite

Work History

01.2021 - Current

Restaurants Manager /Accountant

Queen Of Mahshi Restaurants - Sharjah, UAE

- Gathered financial information, prepared documents and closed books.
- Conducted technical and analytical reviews of tax returns to check for accuracy and qualified deductions.
- Documented cash, credit, fixed assets, accrued expenses and line of credit transactions.
- Leveraged finance knowledge to strengthen controls and improve transparency.
- Set up and improved accounting systems and processes to meet business needs and maximize operational success.
- Prepared and filed tax forms to meet needs of customers.
- Gathered data on taxable income, deductibles and allowances for tax preparation.
- Reviewed business operations and obligations to help organization function at acceptable level.
- Tracked financial progress by creating quarterly and yearly balance sheets.

12.2019 - 12.2020

Accountant /Store Supervisor

BETA SOLUTION FOR MEDICAL SUPPLIES - Sharjah, UAE

- Maintained customer satisfaction with quick and professional handling of product returns.
- Reviewed daily financial records and reports and identified deficiencies in need of attention.
- Oversaw preparation and distribution of promotional materials and flyers.
- Worked with store management to implement company safety programs and awareness, reducing workers' compensation costs.
- Boosted sales by effectively cultivating customer rapport and delivering superior customer service.
- Answered questions about store policies and addressed customer concerns.

06.2018 - 12.2019

Storekeeper

AL KADY FOR IMPORT LAPTOPS AND COMPUTERS - Dubai, UAE

- Oversaw warehouse staff by providing instructions and leading daily activities.
- Filled orders by gathering merchandise specified in requisitions.
- Welcomed customers to assist in selecting appropriate merchandise and products.
- Maintained customer satisfaction with quick and professional handling of product returns.
- Trained, coached and scheduled employees to improve store upkeep and operations.

Education

05/2018

Bachelor of Accountancy, Faculty of Commerce - Mansoura University, Egypt

Certifications

- Professional Accountants at Mansoura University, 2017
- Accountants' Preparation at Mansoura University, 2017
- Book-Entry at Mansoura University, 2017
- Quick Books at Mansoura University, 2017
- Peach Tree at Mansoura University, 2017
- IC3 at Mansoura University, 2018

Languages

Arabic: Native language

English:  C2
Proficient