

**Mohamed Hamdy Allam**  
Cheif Accountant

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**CAREER OBJECTIVE**

Obtain a professional position that utilizes present Accounting, Financial education and strengths.

**JOB EXPERIENCE**

- Ali Al-Doh public accountants (formally knows as Abo-Osama) April 2010, Ruwi-Sultanate of Oman.
- Internal auditor in oman and Bahrain for investment and development , May 2011- to 2015.
- Manager assistant in Arbaq for Real-Estate development Designing from January 2015- to December 2023.

**ACCOUNTING SKILLS**

- Ensuring the integrity, accuracy, and timelines of all financial records, ensuring all income and liabilities are accurately recorded, reconciled and reviewed.
- Delivery of the monthly close process, analyzing transactions and preparing required journals.
- Perform month end closing activities such as account reconciliation, revenue recognition, expenses recording, etc.
- Driving continuous improvement within your own areas of responsibility.
- Being fully aware of and actively complying with organization policies and procedures relevant to your own responsibilities and to corporate policies and procedures.
- Performing any other reasonable duties as directed by line management.
- Work with the internal & external auditors to provide the relevant documents ensuring that all queries are accurately advised.
- Carry out own internal audits to ensure safeguarding of relevant policies & processes, providing full written statement and appropriate business actions where necessary.
- Support role to the Finance Manager with ad hoc project management and necessary reports to support the finance function and relevant business information including preliminary workings for the capital requirements for New store expansions.
- Working with IT to ensure business continuity.
- Ensure the accuracy of the trial balance to reflect the real picture of the company financial position. And prepare monthly Balance Sheet analysis.
- At the same time ensuring adequate controls have to be built in into the daily processes to have complete control in the custodial function of the finance function.

**COMPUTER SKILLS**

Proficient knowledge of Microsoft Office Suite products; including Excel, Word, and PowerPoint. Regularly use e-mail and advanced Internet capabilities. Can fix computer software & hardware-related issues.

**EDUCATION**

El Menofya University- Egypt  
Bachelors of Commerce (English section) 2010  
International computer driving license (ICDL) Course

**LANGUAGES**

Arabic: Mother Tongue  
English: good reading, writing & speaking