

# Reda Montaser

## General Accountant

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### Profile:

A highly skilled and motivated General Accountant with over 5 years of experience in the construction and telecommunications sectors. Proficient in managing financial operations, including invoicing, payroll, tax compliance, and handling government platforms. Adept at ensuring accurate financial data and maintaining a seamless accounting process. My diverse background, which includes a role as Assistant Branch Manager in telecommunications, has equipped me with strong problem-solving abilities, excellent customer service, and effective team leadership skills. Currently pursuing further certification in Financial and Managerial Accounting (FMAA) to enhance my professional growth.

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### General Accountant

CAT for Contracting CO. | Riyadh, Saudi Arabia

From May 2023 to Now

- **Streamlined Financial Operations:** Managed company invoices and financial documentation, ensuring 100% accuracy in transaction recording, resulting in improved financial reporting and reduced errors.
- **Tax and Compliance Management:** Submitted tax filings through the Zakat and Income platform, maintaining full compliance with local tax regulations, which prevented any penalties or delays in tax submissions.
- **Payroll Administration:** Spearheaded payroll preparation and deductions for over 100 employees, ensuring timely and accurate salary disbursement via banking systems.
- **Optimized Receivables Management:** Calculated and tracked outstanding receivables, leading to a 15% reduction in overdue accounts and improved cash flow management.
- **Government Platform Expertise:** Effectively managed critical government platforms including "Muqem," "Qiwa," "Social Insurance," and "Mudad," optimizing administrative processes and ensuring compliance with labor regulations.

### Sales Associate & Assistant Branch Manager

Telecom Egypt "WE", Cairo, Egypt

February 2019 – May 2023

- Achieved a 25% increase in branch sales by implementing customer-centric strategies and increasing sales of ancillary services.
- Played a key role in reducing customer complaints by 30% by effectively resolving issues and improving customer relationship management.
- Trained new employees on sales techniques, improving team performance and contributing to the branch's achievement of monthly sales targets on a consistent basis.
- Helped increase the branch's operational efficiency by streamlining daily sales processes and implementing new training protocols for junior staff.

## **Sales Associate**

Etisalat Egypt, Cairo, Egypt

June 2018 – February 2019

- Working on solving customer issues, assisting them, and building good relationships with them
  - Working to increase sales by using effective strategies
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## **Academic and Development Achievements:**

Bachelor's Degree in Commerce

Graduated from Ain Shams University, 2018

Achieved a "Good" grade, demonstrating a strong academic foundation in accounting and finance.

Ongoing Professional Development

Currently pursuing a Diploma in Financial and Managerial Accounting (FMAA) from IMA, focusing on enhancing financial analysis and managerial accounting skills.

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## **Skills**

- Good Computer Skills
  - Good Handling of Office Programs
  - Working With a Team
  - Communication Skills and Following Instructions
  - Screening & Scheduling
  - Organizational abilities
  - Employee relations
  - Employment law knowledge
  - Time management
  - New employee orientation
  - Data analysis and data entry
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