



**MOHAMED SHAFY**

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## **OBJECTIVE**

Seeking to work with an organization that explores new ideas for growth and to be a part of that growth by contributing my knowledge and experience.

## **EDUCATION**

**B.COM | Suez Canal University, Port Said, Egypt**

1998 – 2006

COMMERCE – ACCOUNTING DEPARTMENT.

## **CURRENT JOB**

• **Supervisor | The Integrated Transport Centre (ITC)**



MAR-2020 – PRESENT.

## **CORE COMPETENCIES**

- Creating an environment that sustains and encourages high performance; motivating teams in optimizing their contribution levels through employee incentive programs and contests.
- Putting effort to identify, investigate and negotiate conflicts among team.

## **SYNOPSIS**

- Compiled and analyzed financial information to prepare monthly reports and annual financial statements in compliance with accepted policies and procedures.
- Ensured accurate, timely accounting and thorough understanding of all financial information accounts payable– monthly, quarterly and year-end closings, including bank compliance and taxation issues.
- Performed general financial analysis, prepared revenue forecasts and evaluated any possible financial risks.
- Prepare MIS Reports in all areas of Operations, Projects, Payables and Receivables.
- Coordinate, answering & satisfying queries raised by Auditor.

- Monitored accuracy and timely processing of payment transactions.
- Hands-on experience with accounting software packages, like Tally, Xero and QuickBooks
- Efficiency in MS Excel Spreadsheets, MS Word & Accounting Software
- Prepared financial management reports based on accounting control procedures
- Collaborated with other firms' managers to meet overall company goals regarding utilizing budgets and forecasting procedures.



## EXPERIENCE

### Accountant | TFM Express Shipping LLC (Al Taif Group)

OCT-2016 – FEB-2019

- Responsible for organizing and maintaining all accounts receivables active files.
- Assisted in developing an archive system for accounts receivables information.
- Worked directly with the accounting department to determine how accounts receivables activities would affect the status of customer accounts.
- Responsible for logging all receivables invoices and keeping an accurate ageing report.
- Worked closely with accounting to monitor customer account activity and alter customer status when necessary.
- Assisted in developing a new receivables system for two new sales divisions that were brought online in the same year.
- Responsible for monitoring all active accounts receivable activities and generating a weekly report for management.
- Assisted in creating a computer archiving system for old accounts receivable information.
- Responsible for working with collections to transition past due accounts to the proper status.
- Review day-to-day accounting transactions such as Journal Vouchers & Payment Vouchers and Receipt Vouchers.
- Keeping track of various invoices received from the suppliers and received to clients.
- Following of payments from clients and payments to suppliers.
- Preparing monthly bank statements reconciliation.
- Preparing monthly trial balance.
- Preparing monthly cash flow & income statement.
- Preparing closing vouchers at the end of the year.
- Preparing the balance sheet.
- Reporting to the general Manager and overseeing the financial accounting functions.
- Ensure proper and accurate accounting for all financial transactions.
- Provide accurate and timely financial and management information for management decision.
- Making Monthly analytical review and variance analysis on the financial results and financial positions.

**Accountant | Archirodon Construction Overseas Co. SA**  ARCHIRODON  
DEC-2013 – OCT-2016

**Head of Teller | Union National Bank**  
2010 – 2013



**Internal auditor | National Bank of Abu Dhabi**  
2009 -2010



**Trade finance officer | National Bank of Abu Dhabi**  
2008 – 2009









**Customer service / Teller | National Bank of Abu Dhabi**  
2006 – 2008



## SKILLS

- Accounts Receivable
- Billing & Collections
- Invoice Statements
- Accounts Payable
- Financial Records & Reporting
- Deposit Verification
- Spreadsheets & Journal Entries
- Transaction Processing
- GL Reconciliation
- Customer Communications

Tech Skills:

- QuickBooks Accounting Software 
- Xero Accounting Software 
- Tally ERP9 Accounting Package 
- ZOHO Books, Accounting Software 
- Microsoft Word, Excel & Power Point 
- Temenos T24 



## PERSONAL PROFILE

<b>Date of Birth</b>	October 21, 1981		
<b>Marital Status</b>	married		
<b>Languages Known</b>	English, Arabic, French		
<b>Nationality</b>	Egyptian		
<b>Passport No.</b>	A13248032	<b>Date of Issue</b>	Oct-2014
<b>Date of Expiry</b>	Oct-2021	<b>Place of Issue</b>	Port Said, Egypt
<b>Visa Status</b>	<b>Employment Visa</b>		