



# Afaf Mohram

## Professional Summary

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Familiar with managing schedules, directing teams and overseeing closing processes. Well-versed in GAAP, ledger updates and report writing. Exceptional interpersonal, communication and multitasking abilities.

## PROFESSIONAL EXPERIENCE

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September 2021

### Accountant

#### *Noriel company for animal medical, Cairo*

- Created budgets and forecasts for management group to meet regular accounting deadlines.
- Gathered financial information, prepared documents, and closed books.
- Tracked financial progress by creating quarterly and yearly balance sheets.
- Set up and improved accounting systems and processes to meet business needs and maximize operational success.
- Prepared documents, reports and presentations for executives and board members using advanced software proficiencies.

June 2017–August 2012

### Customer Service

#### *Raya Line Chevrolet Mansour, Cairo.*

- Provided primary customer support to internal and external customers.
- Maintained customer satisfaction with forward-thinking strategies focused on addressing customer needs and resolving concerns.
- Followed up with customers about resolved issues to maintain high standards of customer service.
- Cross-trained and provided back up for customer service managers.

## EDUCATION

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May 2017

### **Mansoura University, Faculty of commerce**

*Accounting,  
Honors: good.*

## RELEVANT SKILLS

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- Account reconciliation specialist
- Excellent Managerial Techniques
- Data Trending Knowledge
- Calculating Liabilities
- Financial Statements Expertise
- Schedule Management