

Hisham Ahmed AboDeif

Assiut, Egypt | 01211097223 | hisham.ahmed0@outlook.com | LinkedIn: [Hisham Ahmed AboDeif](#)

PROFESSIONAL SUMMARY

Detail-oriented Accounting graduate with hands-on training at a CPA office, including full-cycle bookkeeping, journal entries, trial balances, and bank reconciliations. Proficient in advanced Microsoft Excel and ERP systems (Odoo, Onyx). Proven track record of zero-discrepancy cash handling and accurate financial record-keeping. Seeking a Junior Accountant role to apply strong analytical skills and attention to detail in support of accurate, efficient financial operations.

PROFESSIONAL EXPERIENCE

Accounting Trainee

2025 – 2026

CPA Office – Ahmed Al-Fangari | Deirut, Assiut

- Managed full-cycle bookkeeping for 3+ client accounts, recording 100+ daily journal entries, preparing quarterly trial balances, and performing end-of-period adjustments with zero reported errors.
- Conducted multi-account ledger reviews and monthly bank reconciliations, reducing discrepancy resolution time and ensuring all records matched supporting documentation.
- Designed Excel-based financial templates for AP, AR, and petty cash workflows, cutting manual effort and improving monthly reporting turnaround.

Head of HR

2024 – 2025

Egyptians Youth Entity (EYE)

- Maintained 100% accurate attendance and financial records, using data-driven reporting to support team performance.
- Recruited and coordinated 40+ volunteers across 5 governorates, achieving 85% retention through structured scheduling.

Sales Associate & Cashier

2023 – 2024

Clothing Retail Store | Assiut

- Processed 40+ daily cash transactions and managed safe (Khazan) records with zero discrepancies over a 12-month period.
- Maintained inventory records for 200+ product SKUs, supporting accurate stock organization and minimizing shortage errors during peak seasons.
- Served an average of 30+ customers daily, consistently meeting monthly sales targets through proactive service and complaint resolution.

Bachelor's Degree in Accounting & Auditing

2026

Faculty of Commerce, Assiut University — Overall Grade: Very Good

CERTIFICATIONS & TRAINING

- Certified Professional Financial Accountant (24 hours)
- Onyx ERP – Financial & Human Resources Module – Ultimate Academy (20 hours)
- Accounting with Excel Training Program – A&H Group (40 hours)
- Designing an Accounting Program in Excel – M3aarf Platform (8 hours)
- Cost Accounting – Self-Learning (15 hours)
- Trainer of Trainers (TOT) – Nabras Platform (6 hours)

TECHNICAL & LANGUAGE SKILLS

- ERP Systems (Odoo, Onyx) — Good
- Microsoft Office (Word, Excel, PowerPoint, Outlook) — Very Good
- English — A2, currently progressing to B1

SOFT SKILLS

- Teamwork
- Communication
- Self-Learning
- Problem Solving
- Adaptability