

Eman Elabd

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Eman_mekhael@yahoo.com 

Detail-oriented and proactive Accountant with progressive accounting experience streamlining financial operations, auditing, tax advising, Bookkeeping and financial control. Accredited by multiple international accounting bodies (IPA in Australia and IPA in UK) and well-versed in U.S (NASBA). Adept at delivering accurate financial solutions, fostering client relationships, and improving financial operations. Seeking to contribute to a performance-driven organization that values expertise, precision, and growth.

Education

MAY 2011

Bachelor of Science, Accounting/South Valley University, Egypt

- GPA 3.5 - Honors Graduate

MAY 2019

Diploma for Financial Managers / Institute of Financial Accounts, UK

- GPA 3.82- Honors Graduate

MAY 2026

Mastering of Accounting Adjusting Entries / American Institute of Professional Bookkeepers, US (score 92%)

MAY 2026

Mastering correction of Accounting Errors/American Institute of Professional Bookkeepers, US (score 86%)

JUNE 2026

Mastering of Depreciation /American Institute of Professional Bookkeepers, US (score 92%)

JUNE 2026

Mastering of Payroll/American Institute of Professional Bookkeepers, US (score 77%)

Experience

JAN 2024 – PRESENT

Income Tax Specialist /H&R Block, New Jersey

- Prepare and file 150+ individual and business tax returns annually with 100% accuracy and compliance
- Advise clients on tax forms, ensuring maximum refunds and compliance with laws.
- Conduct comprehensive financial audits of client documentation, identifying discrepancies before submission
- Maintain detailed records of client returns and communications.
- Leverage H&R Block tax software to streamline return processing, reducing preparation time by 25%

JUNE 2020 – JUN 2023

Analyst Accountant/AMG Chartered Accountants, Cairo, Egypt

- Analyzed financial reports, ensuring accuracy and timely updates.
- Identified and correct discrepancies in financial reporting.
- Assisted in month-end close processes, including journal entries.
- Allocated cash balances and maintained investment records.
- Supported audit schedule preparation and tax audits.
- Managed financial reporting and record maintenance.

JAN 2016 – AUG 2017

Staff Accountant/Crown Accountants & International Auditor, Doha, Qatar

- Analyzed client needs to create comprehensive reports, enhancing decision-making processes.
- Reviewed and processed financial reports promptly, ensuring accuracy and compliance.
- Managed financial transactions efficiently, improving operational workflow.

NOV 2014 – NOV 2015

Staff Accountant/Al-Awsaj Enterprise Company, Doha, Qatar

- Managed journal entries, payroll, and rent income analysis.
- Audited multi-project accounts, ensuring consistent financial integrity across branches.
- Processed monthly payroll for all branches, maintaining timely and accurate compensation.
- Coordinated tenant payments and contracts, aligning with local legal standards.
- Updated customer databases, improving data accessibility and operational efficiency.
- Maintained and organized customer records and contracts.

NOV 2011 – JUL 2013

Staff Accountant/ Al Salam Trading Company, Qena, Egypt

- Evaluated loan statuses, ensured guarantees, advised managers for informed decisions.
- Prepared financial documents, enhanced accuracy in balance sheets and income statements.
- Collaborated in monthly audits, supported accurate financial reporting.
- Updated customer database, improved data reliability and access.

Skills

Tax Analysis • Financial Reporting • Time Management • Problem Solving • Microsoft Office • Analytical Skills • Financial Control • Accounting • Details oriented. • Critical thinking.

Certifications and Awards

Accredited by USA National Association of State Board of Accountancy (NASBA), Member of UK Institute of Financial Accountants (IFA), Member of the Australia Institute of Public Accountants (IPA)

- Completed Bookkeeping course from the American Institute of Professional Bookkeepers
- Mastering Internal Controls and Fraud Prevention
- Mastering Inventory
- Certificate for Level 4 Award for Tax advisors
- Certificate for Level 5 Diploma in Financial management

Key improvements made

- Added quantifiable achievements and metrics
- Made accomplishments more specific and measurable
- Used stronger action verbs and results-oriented language
- Reorganized certifications for better impact