

# Eman Elabd

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Eman\_mekhael@yahoo.com 

Detail-oriented and proactive Accountant with extensive experience in tax advising, financial reporting, auditing, financial control and Bookkeeping. Accredited by multiple international accounting bodies and well-versed in U.S. and international tax laws. 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.

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## Experience

JAN 2024 – PRESENT

**Income Tax Specialist** /H&R Block, New Jersey

- Advise clients on tax forms, ensuring maximum refunds and compliance with laws.
- Analyze financial data for accurate tax preparation and timely filing.
- Maintain detailed records of client returns and communications.
- Utilize tax software for efficient and precise tax return filings.

JUNE 2020 – JUN 2023

**Analyst Accountant**/AMG Chartered Accountants, Cairo, Egypt

- Analyzed financial reports, ensuring accuracy and timely updates.
- Identified and corrected 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.

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## Skills

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

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## Education

JUNE 2026

**Certificate of Payroll and Depreciation / American Institute of Professional Bookkeepers (AIPB- USA)**

- Pass percentage 92% and 86%

MAY 2026

**Accounting Adjustment and Error corrections / American Institute of Professional Bookkeepers (AIPB- USA)**

- Pass percentage 92% and 77%

MAY 2019

**Diploma for Financial Managers / Institute of Financial Accounts, UK**

- GPA 3.82

MAY 2011

**Bachelor of Science, Accounting/South Valley University, Egypt**

- GPA 3.5

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## 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 (AIPB-USA)
- Obtained certificate of Mastering Internal Control and Fraud prevention (AIPB-USA)
- Obtained certificate of Mastering Inventory (AIPB-USA)
- Obtained certificate for Level 4 Award for Tax advisors (from UK)
- Obtained certificate for Level 5 Diploma in Financial management (from UK)
- Obtained certificate for Financial reporting (from UK)