








Resume

Personal details

-  Abdelkader Ahmed Elhady
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-  Jeddah
21442 Jeddah
-  EGYPT

Skills

- Budgetary control
- Crew instruction
- Content Development
- Proofreading
- Interview management

Languages

- Arabic
- English

Profile

Highly organized and detail-oriented Accountant successfully manages projects, plans productions and leads teams. Experienced in budget management and client engagement. Organized and dependable candidate successful at managing multiple priorities with a positive attitude. Willingness to take on added responsibilities to meet team goals. To seek and maintain full-time position that offers professional challenges utilizing interpersonal skills, excellent time management and problem-solving skills.

Education

May 2017 - May 2021 **Accounting And Finance**
Zagazig University, Zagazig

Employment

- Sep 2025 - Present **X Max Company For Car Services**
Accountant, Jeddah
- Managed financial transactions, including cash handling, account tracking, and payroll processing, ensuring accuracy and timeliness.
 - Developed and monitored budgets for various car service projects, optimizing resource allocation and cost control.
 - Prepared and reconciled monthly financial statements and reports to support strategic decision-making.
- Jun 2023 - May 2025 **Accountant**
Al Habib Group For Commercial Agencies, Cairo
- Remained composed and highly professional in fast-paced and constantly changing environment, effectively handling challenging situations and difficult individuals to achieve objectives.
 - Booked guests for on-air interviews and assigned stories to reporters to manage coverage and schedule needs.
 - Collaborated with network executives to define and propel organization's mission and vision.
 - Supervised breaking news coverage and determined priority for stories within each broadcast.
 - Developed project budgets and managed production costs.
- Mar 2023 - May 2023 **Accountant**
Greenland, Cairo
- Completed daily cash functions like account tracking, payroll and wage allocations, budgeting, donating, and cash, and banking reconciliations.
 - Documented cash, credit, fixed assets, accrued

expenses, and line of credit transactions.

- Reconciled accounts and reviewed expense data, net worth, and assets.
- Partnered with auditors to track errors and add contributions to maintain accuracy.
- Reviewed business operations and obligations to help organization function at acceptable level.