

ANDREW MEDHAT

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PROFESSIONAL SUMMARY

Detail-oriented finance professional with 15 years of experience across accounting operations, reporting, ERP systems, and regulated financial environments. Experienced supporting business-led, technology-enabled finance initiatives, process documentation, and cross-functional collaboration. Strong foundation in core accounting processes (Record-to-Report, Order-to-Cash, Procure-to-Pay), ERP platforms (SAP), and reporting & analytics. Motivated to grow within Finance Transformation consulting, contributing to high-quality client deliverables, workshops, and technology-enabled improvements.

CORE SKILLS & COMPETENCIES

- Finance Transformation & Process Improvement
- Accounting Operations (R2R, O2C, P2P)
- ERP & Finance Systems Exposure (SAP, Microsoft tools)
- Finance Reporting & Analytics
- Workshop & Stakeholder Support
- Business Process Documentation
- Technology-Enabled Finance Initiatives
- Data Validation, Reconciliation & Controls
- Project Coordination & Deliverable Management
- Proposal & Research Support

PROFESSIONAL EXPERIENCE

Mike for Tax Services - Tax Preparer/Technician, Toronto, Canada (Part Time) | (Oct 2025-Present)

- Supported high-volume tax operations by assembling, validating, and organizing financial and tax documentation
- Reviewed client financial information for completeness, accuracy, and consistency prior to filing
- Maintained structured electronic and physical documentation aligned with regulatory and confidentiality standards
- Followed standardized workflows and deadlines in a professional services environment

QNB Bank – General Accountant (Reporting & Operations) | Oct 2019 – Aug 2025

- Supported finance operations and reporting activities within a regulated banking environment
- Processed, reviewed, and reconciled financial data supporting month-end close and reporting cycles
- Prepared documentation packages for internal review, audit, and compliance purposes
- Worked with SAP and structured finance systems to ensure data accuracy and proper classification
- Supported improvements to documentation standards and operational workflows

Operations Officer | May 2015 – Sep 2019

- Supported daily financial operations including transaction review, exception handling, and documentation control
- Assisted with process reviews and internal control documentation
- Collaborated with finance, operations, and compliance teams to resolve discrepancies
- Gained exposure to end-to-end financial processes in a complex organization

Teller (Client Service Representative) | May 2011 – Apr 2015

- Executed high-volume financial transactions with strict accuracy and compliance requirements
- Maintained detailed records and followed standardized financial processes

MCV – Mercedes-Benz General Agent – Junior Financial Accountant | Dec 2010 – Apr 2011

- Assisted with accounting documentation, reconciliations, and internal controls
- Supported administrative accounting tasks aligned with corporate finance proc

EDUCATION

Accounting Co-op Program

St. Kateri Takakwitha Adult Learning Center, Mississauga, ON – 2025

Bachelor of Science (BSc), Management Science – Business Administration

Sadat Academy for Management Sciences– 2010

WES Canada Credential Report No. 2560828/IA

CERTIFICATIONS & TRAINING

- Analyzing data with excel (2025)
 - Data Analytics Essentials – Cisco (2024)
 - Marketing analytics certificate (2022)
 - Google IT Support Specialist – Coursera (2021)
 - Big data, Agile and Devops (2020)
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TECHNICAL SKILLS

- **Data & Analytics:** Power BI, SQL, Tableau.
 - **Advanced Excel:** Pivot Tables, VLOOKUPS, Conditional Formatting, Data Models, Database Entry
 - **Software Systems:** SAP, Delta, Cash Trace, Microsoft Office 365, Workflow
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ADDITIONAL INFORMATION

- Strong interest in Finance Transformation and technology-enabled finance
- Experience supporting audit-ready documentation and compliance
- Comfortable working in team-based consulting and client service environments
- Detail-oriented, adaptable, and eager to learn new tools and methodologies
- Committed to collaboration, inclusion, and professional growth