



CONTACT

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Date Of Birth:

01\10\1996

Nationality:

Egyptian

Marital:

Single

MAHMOUD AHMED MOHAMMED

(Accountant)

PROFESSIONAL SUMMARY:

To learn and acquire new skills and knowledge in the field of finance and accounts related to a company by being associated with a progressive organization, by keeping pace with the latest trend applying my knowledge and efforts dynamically towards the growth of the organization

EDUCATION

**Bachelor of Commerce, Faculty of Commerce
(Alexandria University 2018)**

WORK EXPERIENCE

Accounts department at Alexandria university (Egypt) – Accountant (May 2020)

- Facilitation and platform invoice calculation
- Handling monitoring and releasing of petty cash funds
- Preparing statement of accounts to suppliers, reconciles invoices against supplier ledger.
- Preparing petty cash voucher, needed for payment of all company accountabilities
- Preparing overseas accounts receivables, record keeping, ensure cash receipts, claims or unpaid invoices are accounted property
- Preparing monthly stock reports
- Preparing cash statements

SKILLS:

- Knowledge in computer Accounting, Microsoft Dynamic GP, ERP Next
- Knowledge in MS Office – MS Excel, MS Word, MS Power point
- Communication skills, high performance.
- ability to work as part of a team.
- goal orientation ability to work on own initiative.
- high self-discipline. Substantial experience in accounting procedures.
- Reliable and personable worker

COURSES:

- Modern Accounting Diploma 2021
- EAAC Center English Package 1,2,3,4,5,6,7
- Accountant Experience Certificate from AMOC in Alexandria 2017.
- Completed Course Fundamentals of investment in the stock market stock exchange simulation program 2018.
- Accounting and financial Experience Certificate from Egyptian Military Force 2020

LANGUGE:

- Arabic: Mother Tongue.
- English: Very Good speaking Writing.