Mahmoud Ahmed Abd El Moneim Salama

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Career Objective

Seeking to work in a challenging and dynamic environment where I can improve my skills and participate in achieving organizational excellence by applying what I learned through my practical and theoretical experience.

Career profile

- Seven years of financial accounting experience**.**
- Experienced at general ledger, accounts payable, accounts receivable, financial reporting, financial analysis, cost analysis, costs of operations, bank reconciliation and tax transactions.

Internship Experience

- **Worked at Party Station for gifts and parties – Accounting Department for two years.**
- **Worked at Al Raya for trading Company – Accounting Department for one year.**
- **Work at Best Service Electronic Company – Accounting Department (Feb ٢٠١٧ - till now)**
  - Examine, analyse and interpret accounting records to prepare financial statements
  - Give advice, or audit and evaluate statements prepared by others
  - Prepare, examine and analyse accounting records and financial statements
  - Received suppliers invoices and compare it with the actually deliver to the inventory
  - Prepare and review all needed accounts to be submitted and reviewed by the audit company

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Educational Qualifications

- B.Sc. of Commerce (Accounting Department), Ain Shams university, May ٢٠١٤

Certificates

- International computer driving licence
  Learning and practices (Word, Excel, Access, Power Point, Windows, Internet, IT)

Languages

- **Arabic:** Native Language
- **English:** Weak

Computer Skills

- Hardware/software Installation, Microsoft office (word, Excel and PowerPoint).
- Operating system (windows XP Professional, ٧ Ultimate).
- Internet search engines and directory listings.
- working on the Creative Mind program

Interests

- Reading
- Traveling
- Surfing on the Internet
- Practicing Sport

Relevant Skills

- Ability to handle multiple-tasks
- A Team Player
- Dealing with different kinds of customers and handling their needs successfully & cheerfully
- Ability to analyze and solve problems
- Strong communication and presentation skills
- Familiar to working under pressure

Personal Information

- **Date of birth** : ٢٣ Oct ١٩٩١
- **Marital Status** : Single
- **Gender** : Male
- **Nationality** : Egyptian
- **Military status** : Deferred

- مسئول عن الخزينة ومتابعه حسابات الشركه في البنوك.
- اصدار وتسجيل فواتير المبيعات للعملاء و متابعه تحصيلها.
- تسجيل فواتير المشتريات ومتابعة سدادها مع الموردين.
- متابعه العهد و تسويتها.
- المراجعه علي ما يقوم به مسؤلي المبيعات و المخازن من حركه علي نظام الحاسب الالي.
- عمل جرد دوري للمخزن و التاكد من مطابقه الارصده الفعليه للارصده علي نظام الحاسب الالي.
- متابعه جداول الحضور و الانصراف و حساب الرواتب و الحوافز.