Eslam Abd Almahdi Mohamed

Giza ,October
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Objective

A dedicated and ambitious accountant with a Bachelor's degree in Commerce and over two years of hands-on experience in accounting and using accounting systems such as Odoo. I possess strong skills in preparing financial reports, monitoring accounts, and analyzing data. I am always eager to develop myself and contribute efficiently and accurately to achieving the company's goals.

Experience

- **Taj Mahal Food Industries** 11/2024 - Now
  Accountant
  I work on the Odoo program, I record purchase and sales invoices, make daily entries, monitor inventory, and create electronic invoices on the portal system.
  I also review another branch of the factory, record receipts and disbursements, follow up on the treasury movement by depositing and withdrawing from it, and assist the legal accountant in the documents required to submit the annual tax return and the value-added return. Conduct a continuous inventory of the warehouse weekly and monthly in addition to the annual inventory.

- **Alaraby Office For Accounting Service** 12/2022 - 10/2024
  Junior Accountant
  • Prepare And File Tax Documents, Ensuring Compliance With Egyptian Tax Laws And Regulations.
  • Review And Verify Financial Records To Calculate Accurate Tax Liabilities.
  • Assist In Auditing Taxpayer Accounts And Identifying Discrepancies Or Errors.
  • Maintain Accurate And Organized Records Of Financial Transactions And Tax Filings.
  • Respond to Inquiries From Taxpayers And Provide Guidance On Tax-Related Issues.

Education

- **Beni Suef University** 2023
  Faculty Of Commerce
  Very Good With Honour 86%

Courses

- **Professional Financial Accountant (2023)**
  • Record Journal Enteries On Quick Books.
  • Preparation Financial Statement Using Quick Books And Excel.
  • Making Final Project About Preparing Accounting System On Excel To Provide Pinancial Information At The End Of Financial Year.
  Grade: Excellent
- **Financial Management Program In Emerging Companies (2022)**
  Pioneers Of Egypt 2030 Project Online
- **Financial Education For Adults (2022)**
  Egyptian Banking Institute

- **International Computer Driving Licence (2021)**
  •Micrsoft Excel
  •Micrsoft Word
  •Microsoft Power Point
  •Microsoft Outlook

Technical Skills

- Accounting Principles: Strong Understanding Of Financial Accounting, Cost Accounting, And Managerial Accounting Concepts.
- Tax Knowledge: Basic Familiarity With Egyptian Tax Laws.
- Financial Analysis: Ability To Analyze Financial Statements And Identify key Metrics.
- Software Proficiency: Microsoft Excel: Advanced Knowledge Of Formulas, Pivot Tables, And Data Analysis Tools. Accounting Software: Familiarity With Tools Like QuickBooks, SAP, Or Oracle (Basic Level).
- Accounting & Financial Knowledge: Strong understanding of financial accounting, cost accounting, and managerial accounting concepts. Basic familiarity with Egyptian tax laws and regulations. Proficiency in preparing financial statements and reconciling accounts. Knowledge of budgeting, forecasting, and variance analysis.

Soft Skills

- Communication Skills
- Time Management
- Attention To Detail
- Adaptability
- Teamwork

Languages

- English: Good
- Arabic: Mother Tongue