MAHMOUD MOHAMED ELDANASH

GENERAL ACCOUNTANT

CONTACT INFORMATION

- **Address:** Nasr City, Egypt
- **Mobile:** 01033925806
- **Email:** mahmoudeldanash99@gmail.com

PERSONAL INFORMATION

- **Date of Birth:** 15/04/2001
- **Military Service:** Successfully completed

CAREER OBJECTIVE

Detail-oriented and highly motivated Accountant with expertise in accounting, taxation, and data entry. Proficient in electronic invoicing systems, financial record management, and providing excellent customer service. Seeking to leverage strong analytical and technical skills in a dynamic organization.

EDUCATION

Bachelor of Commerce – Accounting

Al-Azhar University, Egypt | 2019 – 2023

PROFESSIONAL EXPERIENCE

General Accountant & Tax Specialist
Ali Abdel Hakim Office for Accounting & Taxation **Dec 2024 – Present**

- Manage general accounting operations and tax preparation.
- Handle data entry for clients and invoices.
- Operate and maintain the electronic invoicing system.

Data Entry Specialist
Hyper El-Mahllawy Stores **Jun 2021 – Sep 2023**

- Entered and updated customer and invoice data accurately.
- Organized and maintained electronic records efficiently.

Customer Service Representative
Hyper El-Mahllawy Stores **Oct 2019 – Jun 2021**

- Addressed customer inquiries and resolved complaints professionally.
- Supported daily store operations alongside academic studies.

COURSES & CERTIFICATIONS

- **Word Course –** Real Soft House (Oct 2019 – Apr 2020)
- **Excel Course –** Real Soft House (Oct 2019 – Apr 2020)
- **English Course –** Real Soft House (Oct 2019 – Apr 2020)

PRACTICAL SKILLS

- Microsoft Office (Word, Excel)
- Accounting and Taxation
- Data Entry and Electronic Invoicing
- Customer Service and Communication
- Analytical Thinking and Problem Solving

PERSONAL SKILLS

- Attention to details
- Fast learning ability
- Team work and collaboration
- Ability to work under pressure
- Effective communication
- Time Management

LANGUAGES

- **Arabic:** Native
- **English:** Good