MAHMOUD HAMAD

28 Kornish El Nile Street, Maadi, Cairo • 01558626488' mahomoudhamad@gmail.com

---

SUMMARY

Ambitious and detail-oriented Accountant holding a Bachelor of Commerce in Accounting (English Section) from Menofia University, graduated in June 2024. I possess a strong foundation in accounting principles, financial analysis, and reporting.

WORK EXPERIENCE

Accounting and Tax Office of Ahmed Bayoumi Abyad — Aug 2024- Present

- Handled day-to-day accounting processes to drive financial accuracy.
- Documented cash, credit, fixed assets, accrued expenses, and line of credit transactions • Gathered financial information, prepared documents, and closed books.
- Managed cash flow effectively, ensuring all company liabilities were met in a timely manner and surplus funds were invested wisely.
- Prepared and documented accurate tax work papers for straightforward to moderately complicated income and franchise tax returns.

Sales Collector / Customer Service Representative I Total El-Marg — Feb 2020 - Jan 2023

Gas Station I El-Marg, Egypt

- Responsible for accurately and efficiently processing cash and credit payments.
- Prepared daily sales and revenue reports, ensuring reconciliation with records
- Managed and reconciled daily cash floats with high efficiency, identifying any discrepancies and taking corrective actions.
- Contributed to maintaining inventory records and identifying replenishment needs.

EDUCATION

Bachelor of Commerce in Accounting (English Section)l Menofia

University I Menofia, Egypt *June 2024

GPA: Good-High

ADDITIONAL INFORMATION

- Technical: Microsoft Excel (Advanced), Basic understanding of Accounting Software.

- Accounting & Financial: Bookkeeping, Account Reconciliation, Cash Handling. • Soft Skills: Attention to Detail, Problem-Solving, Teamwork.
- Languages: Arabic: Native, English: very good (Written & Spoken).
- Certifications & Courses: Advanced Excel for Accountants Course.

INTERESTS

- Floral Design: I enjoy arranging flowers and creating elegant floral compositions that express mood and style.
- Interior Decoration: Passionate about space aesthetics and home styling, with a strong eye for color harmony and decorative details