**Name: Mahmoud Mohamed AbdElAziz**
**Phone: 01110506580**
**E-mail: mido_nedved19@yahoo.com**
**Address: Ghamra, Cairo, Egypt**
**Date of birth: 30 March 1996**

**CAREER OBJECTIVES**

I seek challenging opportunities where I can fully use my skills for the success of the organization.

## Education

Helwan University-Faculty of Commerce and Business Adminstration.

Bachelor's Degree in Accounting and Business Administration"2020"

Accounting Department.

Overall Rating: **Good**

## work experience

**Bechtel for contracting and general supplies.** **(April 2023 – August 2024)**

### ● accountant:

1. Reviewing and auditing the different accounts.
2. Helping my team in preparing financial statements.
3. Following up on the bank statements charges and interests.
4. Preparing journal entries for accounts and uploading it into excel.
5. Compute taxes and prepare tax returns.

6. Coding items and issuing electronic invoices for companies.
7. Preparing the documents required from the insurance office.
8. The caretaker follows up on customer and supplier accounts.
9. Follow up on all collection and check cashing operations.
10. Follow-up percentages of completion in projects and issuance of extracts.
11. Reviewing and approving all matters relating to salaries, covenant and advances.

**High Institute For Computers and Management Information Systems.**

**● accountant:** **(july2022 -februry 2023)**

1. Recording in the accounting books.
2. Reviewing and auditing the different accounts.

**Dar El Kebra** **(May2020 -March2021)**

**● accountant:**

1. Recording in the accounting books.
2. Any accounting and financial tasks assigned to me.

**Computer skills**

- Microsoft Word Excel.
- Odoo.
- ERP.
- Out look.
- Zero.

**Languages**

- English: acceptable (Reading, Writing and speaking)
- Arabic: Native Language.