Mohamed Abdelsalam Elsayed Ali Abdelsalam

Junior Accountant | Accounting & Tax Support
01094030420 | moabdelslam77@gmail.com | Kafr El Sheikh, Egypt

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PROFESSIONAL SUMMARY

Accounting graduate with hands-on experience in an accounting office, with practical exposure to invoices, Excel, VAT-related work, electronic invoicing, client files, and tax procedures. Looking for a Junior Accountant / Accounting Assistant role where I can apply my practical accounting knowledge, develop stronger financial skills, and contribute to accurate and organized accounting work.

PROFESSIONAL EXPERIENCE

Accounting Office – Alexandria | Junior Accounting Experience

- Handle and organize client accounting data and supporting documents.
- Work with invoices and enter/organize accounting data using Microsoft Excel.
- Gain practical exposure to Value Added Tax (VAT) procedures and tax-related documentation.
- Work with electronic invoicing and the Egyptian Tax Authority portal environment.
- Follow accounting-office procedures related to client files, documentation, and tax requirements.
- Develop practical knowledge of the accounting cycle through day-to-day office work.
- Work under deadlines while maintaining accuracy and organized records.

ADDITIONAL EXPERIENCE

Koshary Restaurant

- Developed discipline, responsibility, teamwork, customer handling, and the ability to work effectively under pressure.

CORE ACCOUNTING SKILLS

- Invoicing & accounting data entry
- VAT / tax-related procedures – practical exposure
- Electronic invoicing – practical exposure
- Client files & accounting documentation
- Accounting Principles
- Microsoft Excel – Good
- Data organization & attention to detail

EDUCATION

Kafr El Sheikh University – Faculty of Commerce
Accounting Department | Graduation Year: 2025

LANGUAGES

Arabic: Native | English: Good

ADDITIONAL STRENGTHS

Fast learner • Teamwork • Ability to work under pressure • Commitment to deadlines