Ahmed Maher Tolba Fawzy Mandour

Ahmed Elsakandary from Mohamed Nagib , Alexandria, Egypt

Mobile Number: 01025274512

Birth date: 14/06/1999 Military service status: completed at 01/12/2022

E-Mail: Ahmedm1469@gmail.com

Objective statement:
Seeking a challenging job to employ my knowledge and experience in the work field with the intention of gaining knowledge of new skills and experience.

Education:
Bachelor of Commerce, Arabic Department**,** Kafr El-Shaikh University.
Major: Accounting**.**
Graduation Year: (2021) **Grade:** (Very Good With Honors)

Work Experience:

Worked at Egyptian Consultitve Center ECC for Accounting and Auditing (December 2022- Present)

Responsibilities:

1) preparing journal entries and complete general ledger operations ,preparing monthly closings and monthly financial statements ,reconcile and maintain balance sheet

2) Revising all account transactions and prepare financial statements (income statement, balance sheet, cash flow)

3) Preparing tax payments and making ,Estimating and tracking tax returns and submitting them to websites the necessary adjustments for each tax separately, The ability to prepare the necessary examinations related to taxes (Income Tax –Value Added Tax(VAT) – Labour Tax) and prepare the documents required for the examination work. The ability to calculate monthly, quarterly and annual work profit adjustments

4) Dealing with the E- Tax -invoices, activating, coding and issuing E-invoices , and dealing with the electronic portal of the Egyptian Tax Authority and the Egyptian Tax Authority website.

Training and Courses:

Training at Amazon Web Service AWS	(online training 2021)
Financial Inclusion Summer Training Program at CIB	(online training 2021)
Upper-Intermediate-Stage Conversation English Course at New Horizons	(2020)
Microsoft Office Specialist at New Horizons	(2021)
Basics OF Finance at HP Life Foundation	(Online course2021)
Al Motakamel Plus ERB System at Ultimate Solutions EGY	(2022

Skills:

1) Personal skills:

Communication Skills.
Negotiation skills.
Persuasion skills.
Time Management and ability to work under pressure.

2) Language skills:

Arabic: Mother tongue

English: Good in writing and speaking

3) Computer skills:

Good in using Microsoft office (Word and Excel).

Interests:
Reading, writing, Playing Football, Gym.