

# Mahmoud Mohamed Abdallah Eldbaes

## Personal information

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- ☎ +201016761445 & +201555090370
- 📍 Cairo, Egypt
- Military service: Exempted

## SUMMARY

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Accounts Payable & Banks Accountant with 5 years of experience in monthly closing, Journal entries, supplier aging, Bank Reconciliation, VAT & withholding Tax, ERP systems (Onyx Pro), ETA electronic invoicing, and Payroll accounting.

## EDUCATION

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- **Bachelor of Accounting**  
Faculty of Commerce (Arabic Section), Ain Shams University • 2019 • Good degree

## EXPERIENCE

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### AL-Radwan Company for General Services and Supplies

2025 - Present

#### Accounts Payable Accountant

- Matching supplier invoices with Goods Receipt notes.
- Recording supplier invoices on ERP System (Onyx Pro).
- Recording invoices in Excel for Review.
- Reviewing and reconciling actual supplier invoices with invoices received on the Egyptian Tax Authority Electronic Portal.
- Preparing purchase return invoices and coordination with suppliers.
- Reconciling supplier actual balances with ledger balances.
- Performing monthly supplier reconciliations.
- Coordinating with Suppliers for collections whether cash or cheques.
- Entering invoices into the Egyptian Tax Authority Electronic Portal.
- Preparing Value Added Tax (VAT) returns and Withholding Tax.
- Performing continuous inventory control.
- Preparing payroll and Recording payroll closing journal entries.

**Banks Accountant**

- Preparing and review the company's account statements.
- Direct daily transactions in the account statements.
- Preparing daily entries for financial transactions and post them to the general ledger, then adjusting the differences between the general ledger and the American journal.
- Preparing the trial balance.
- Performing the bank reconciliation and adjusting the differences between Carrying Amount balance and the actual balance in the account statements.
- Preparing the adjusted trial balance.

**Accounts Payable Accountant**

- Preparing and Recording Company Purchase Invoices Chronologically.
- preparing the Company's Purchase Tax Return.
- Preparing Daily Purchase Entries and Posting Them to the General Ledger.
- Analyzing and Investigating Account Discrepancies to Balance the General Ledger and the American Journal.
- Assisting in Entering and Processing Electronic Invoices.

**COURSES**

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- **Professional Financial Accountant** - Self-study
- **Advanced excel** - Self-study

**Languages**

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- Arabic: Mother tongue
- English: Good

**SKILLS**

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- **Accounting Skills:** Accounts Payable, Bank Reconciliation, General Ledger, Payroll.
- **Taxation:** VAT, Withholding Tax, ETA Portal.
- **ERP Systems:** ERP (Onyx Pro), Microsoft Excel.
- **Soft Skills:** Attention To Detail, Time Management, Problem Solving.