

Personal data

Name: - Mahmoud Mohamed Mahmoud Mohamed

Nationality: - Egyptian

Date of Birth: - 04- 09 -1994

Place of birth: - Suhag- Egypt

Address: - AL-Sharjah – United Arab Emirates

Marital status: - Single

Phone Number: - (+971) 508523382

Email address: - mahmoudacc55@gmail.com

Religion: - Muslim



Education







Bachelor Degree of commerce – English Division – Accounting Department - Suhag University - Egypt.

Graduation Year: - May 2016

Estimation of Bachelor's year Grade: - Good

Cumulative grade: - Good

Computer Skills

-  **Microsoft Office Excel:** Excellent.
-  **Microsoft Office Word:** Excellent.
-  **Microsoft Office PowerPoint:** Excellent
-  **QuickBooks program:** Excellent.
-  **Revel program:** Excellent
-  **Amwal accounting system:** Excellent

Languages

Arabic: - Mother Tongue

English: - V.Good

Job Experiences

1- Working as a general accountant with Khayal Al Sharq Trading Company (Tattle Restaurant) from April 2019 to March 2020.

Job tasks: -

- ✚ Preparing the necessary daily records.
- ✚ Preparing monthly payroll statements.
- ✚ Follow-up the supplier payrolls and arranging the payments.
- ✚ Preparing the financial statements and the reports that are necessary for the administration, matching and reconciling banks.
- ✚ Warehouse controlling, continuous inventory and follow-up of incoming and outgoing items for existing access.
- ✚ Adjusting the recipe and cost of items and following up on warehouses.

2- Working as a general accountant in showrooms for Class cars in the period from February 2020 to February 2022.

Job tasks: -

- ✚ Entering purchase invoices, defining items and car categories, and arranging customs card.
- ✚ Completing the purchase process with customers by transferring the amounts in cash, or through network, or by remittances and issuance of bonds and purchase invoices.
- ✚ Delivering to customers after issuing the form and plates.
- ✚ Monitor the stock and monthly inventory.
- ✚ Follow up with agency officials to provide cars and non-existent categories.
- ✚ Arranging payment for agencies and suppliers.
- ✚ Preparing financial statements and daily report according to the administration request.
- ✚ Making a monthly report on the salaries and commissions of the delegates.

All previous work experiences are in Saudi Arabia.

التاريخ : 2022/06/13

شهادة خبرة

هذه الشهادة مقدمة من خلال مؤسسة (معرض كلاس للسيارات) للتأكيد على أن

السيد (محمود محمد محمود محمد)

التحق بالعمل في وظيفة (محاسب عام) ضمن فريق العمل لدى معرض كلاس للسيارات بالمملكة العربية السعودية بمدينة الرياض . من تاريخ 2020/02/01 حتى 2022/02/15، وهو من أفضل الموظفين . الذين قد مروا على الشركة، حيث كان متميزاً في أداء أبرز مهامه الوظيفية التي تشمل (اجراء القيود اليومية - متابعة العملاء والموردين - اعداد التقارير اليومية المحاسبية - المساهمة في اعداد الميزانية) وكان يتمتع بالثقة والاحترام والتقدير من كافة المسؤولين لدى المؤسسة تم إصدار هذه الشهادة وفق رغبة الموظف في يوم 2022/06/13 وتخلي الشركة مسؤوليتها حال التحاقه بأي عمل آخر.

ختم

توقيع المدير العام

