



Mahmoud Gamal Abdelgalel

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Dubai, United Arab Emirates

Nationality: Egyptian

Date of Birth: 01/01/1998 – Age: 26

Marital Status: Single

CAREER OBJECTIVE

2 years of experience in finance and treasury by monitoring daily cash balances, determining cash requirements needed to cover losses and payments, handling accounts payable and receivable, operational audit, data entry, cash reconciliation, recording sales invoices, and data analysis. I am seeking a position that will expand my learning and skills, where my knowledge can be utilized for the company's benefit.

EDUCATION

University: Canadian International College (CIC).

May 2019

Degree: Bachelor of Business, graduated with excellent honors.

Major: Accounting.

WORK EXPERIENCE

Financial accountant at Ship to Box Company, Third-party shipping company, Egypt

Sep 2021- Dec 2023

- Design forecasts predicting the company's financial future and current financial trends.
- Audit of treasury operations to evaluate their effectiveness and efficiency.
- Reviewing and checking bills from suppliers.
- Preparing daily and monthly accounting reports, summaries, and analyses.
- Data entry such as entering invoice costs into the system.
- Preparing and reviewing office expenses, entries, and invoices.
- Recording daily entries for accounting activities that are related to invoices in the Quickbooks system.
- Accounts receivable.
- Accounts payable.
- Operational audit.
- Preparing weekly payment requests for invoices.
- Preparing a payroll sheet.
- Cash reconciliation.

Trainee at Pioneers Securities Company, Full-service brokerage firm, Egypt.

November 2018

- Capital markets.
- Knowing the differences between stocks and bonds as well as basic financial knowledge in strategy development for buying and selling.

Trainee at Star Shine Tours Company, Tourist agency, Egypt.

July- Oct 2018

- keeping track of daily entries and accounting transactions pertaining to customer bills.
- Customer services and data entry.

CERTIFICATES

- | | |
|--|---------------|
| ○ Professional Financial Accountant PFA Training Diploma | October 2023 |
| ○ Capital Market and Investment | November 2018 |
| ○ Small Business level 1 | June 2017 |
| ○ Microsoft Office Specialist for Office Excel | August 2016 |
| ○ Administrative Problem Solving | November 2015 |

PERSONAL SKILLS

Languages

- Arabic: Native
- English: Fluent

Skills

- | | |
|---------------------|-----------------------|
| ○ Forecasting | ○ Communication |
| ○ QuickBooks | ○ Decision-making |
| ○ Microsoft office | ○ Teamwork |
| ○ Data analysis | ○ Attention to detail |
| ○ Critical thinking | ○ Meeting deadlines |
| ○ Multitasking | ○ Flexibility |