



## Mahmoud Sayed Taleb

### Address:

El Hadba El Wsta – Elmokatam,  
Cairo, Egypt

### Mobile:

01117277755

### email:

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### Language:

- Arabic
- English

### Skills:

- Persuasion Skills
- Multitask
- Leadership Skills
- Staff and User Training
- Sales Skills
- Word, Excel

### Personal Information:

- Date of Birth: 25/2/1992
- Marital Status : Single
- Military service : Exempted

### **Personal Profile:**

High professional Senior Accountant seeking a challenging position in a reputable company where I develop my knowledge and skills as well as provide the company excellent service

### **Educational History:**

Bachelor of commerce with fair Degree (Graduated on 2014)

### **CAREER EXPERIENCE:**

- Accountant in Al-Shams Company from Dec 2019
  - Responsible for proper posting and creating suppliers payment, keeping an eye on their advance payments and controlling sheet to fully monitor each supplier's balance .
  - Verify, allocate, post and reconcile accounts payable, receivable and all the company GL transactions.
  - Payment checking and timely processing after ensuring due approval on top.
  - Ensure the efficient management of the company's bank accounts.
  - Gathering information on hours worked for each employee and calculating the correct amount incorporating overtime, deductions and bonuses.
  - Produce error-free accounting reports and present their results.
  - Responsible for month end closing with high level of accuracy.

### **Previous Career Experience:**

- Accountant in "Egyptian Trade House" From 2017 to 2019
- Accountant in Tax "Experts Group Ashraf Kabil" office ( 2014 – 2016 )
- Cost Accounting Analyst for one year.
- CSR Complaint Queue “ Part Time “
- CSR In Etisalat For 4 Months
- Data Entry In Vodafone for 6 Months

### **References:**

**Available upon request.**