



MAHMOUD SALEH MOHAMED MUSTAFA SALEH

Accountant

- ✉ ms2975170@gmail.com
- ☎ 00201024926518
- 🏠 Quesna, 32631 Menoufia
- 📅 November 25, 1998
- 🇪🇬 Egyptian
- 👤 Single
- > Military Status: Completed

CAREER SKILL

Calculating liabilities

Knowledge of Accounting Laws and Regulations

Preparing complete records to record expenses, revenues, extracts and bank movements Suppliers, customers, consumption, inventory and all reconciliations, up to trial balances preparation and budget

Preparing all the required statements professionally on the Excel program with all the required equations and making an inventory

Counting the inventory and supervising the annual and periodic inventory

LANGUAGES

Arabic | Speaking and Writing

English | Speaking and Writing

HOBBIES

- Attending training courses
- Learning foreign languages

PROFILE

Ambitious Accountant demonstrating strong background in employee expense management and vendor relations. Skilled in managing outstanding invoices to reduce payment time. Eager to fulfill role of increased responsibility to add value to dynamic accounting team.

EDUCATION

Bachelor of Commerce Sep 2017 - May 2021
Al-manoufia University, Egypt
Accounting Department

EMPLOYMENT

Accountant Jan 2022 - Jan 2023
Office of Sheikh for import and export

- Assisting in the preparation of financial statements and reports.
- Recording financial transactions in accounting software or manually.
- Reviewing and reconciling bank statements and other financial accounts.
- Assisting in the preparation and filing of tax returns.
- Managing accounts payable and accounts receivable.

COURSES

- ICDL Course**
- Computer basics course.
 - Basics of Internet and Correspondence Course.
 - Word processor.
 - Excel spreadsheets.
- English Course**
- Vocabulary.
 - Grammar.
 - Conversation skills.
 - Reading and listening skills.
 - Cultural knowledge.
 - Writing skills.

SOFTWARE SKILLS

Microsoft Word

Microsoft Excel

Microsoft power point

SPA