



Mohamed Salah Mohamed Al-Sayed

Financial Accountant

WORK EXPERIENCE

- Suppliers and Taxes Financial Accountant in Al-Meem Group of Companies for Engineering and General Contracting for 3 years

EDUCATION

- Bachelor of Commerce, English, Mansoura University
- Graduation year: 2019
- Department of Accounting

COURSES

- Icdl package (Excel, Word, Powerpoint)
- Peachtree, quickbooks and accounting excel
- English elementary course from "The American University in Cairo"
- Training in "Marwa Ahmed" accountant office
- Professional financial accountant "PFA"

JOB TASKS

- Estimating and tracking tax returns and submitting them to websites
- Preparing a monthly report on sales invoices.
- Supervising warehouses, conducting periodic inventory, surprise inventory, and sample inventory, monitoring differences, and periodic inventory re-evaluation operations.
- Matching supplier invoices with warehouse receipts and purchase orders issued by the Materials Department
- Preparing accounting entries to prove material purchases, as well as payments of dues, and entering them into a computer.
- Controlling the documents issued and received by the Accounts Department, making sure that they are correct, that they contain the necessary signatures.
- Register and maintain the necessary accounting documents
- Preparing accounting entries for entitlements and payments to suppliers
- Prepare a supplier register that includes all supplier data
- Preparing the necessary reports, lists, financial tables, and accounting books on a regular basis
- Entering electronic invoices and coding items on them

CONTACTS

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PERSONAL INFO

- Date of birth: 13/6/1997
- Marital status : single
- Military service: done

ABOUT ME

Working for an organization that matches my soft and applied skills, communication with employees and clients and teamwork. I am also willing to gain experience in various fields, and take on work responsibilities.

SKILLS

- Accounting software
- SAP
- Accounting Excel
- Microsoft office
- The ability to handle work pressures
- Analysis skills
- work as one team
- time management
- Efficient communication skills
- Proficiency in handling devices