

# MAHMOUD ESSAMELDIN

## Junior Accountant

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Look for opportunity where I can make the best of my potential and contribute to the organization's growth. Seeking a position in a company where I can launch my career and build a valuable skill set. Seeking a role in an MNC where I can upgrade my skills with time and take the company to the next level.

### Education

**2016-09 - 2020-10**      **Bachelor of Commerce: Accounting And Finance**  
Beni Suef University - Egypt

### Work History

**From 2/03/2023 yet now**      **Junior Accountant**  
Siva Grand Beach–hurghada- Egypt

- I take a file received from the system and save it in the computer and calculate the cost of the individual in the room, whatever the type of room is in terms of efficiency and number.
- also I make excel tables for each tourist company separately And matching Excel with the system and following up on customer invoices.
- Most tourism companies vary in per capita cost in terms of room type and reet I also calculate all types of Visa, Creedt Card and Maestro transactions that have been done in the hotel and the indoor and outdoor mall as well.

**From 1/4/2022-28/02/2023**

#### **Junior Accountant**

Mashrouy co – Cairo - Egypt

- Post and process journal entries to ensure all business transactions are recorded
- Update accounts receivable and issue invoices
- Update accounts payable and perform reconciliations
- Assist with reviewing of expenses, payroll records etc. as assigned
- Update financial data in databases to ensure that information will be accurate and immediately available when needed
- Prepare and submit weekly/monthly reports
- Collect and analyze customer data and financial transactions to document auditing procedures.
- Maintain financial records and ensure proper recording of operations required for the financial workflow.
- Ensure compliance with the process and completion of other tasks related to monetary policies and regulations. And legislation.
- Managed the development and improvement from a manual system to a computerized environment.

- Prepare profit and loss statements and other financial reports, including review of vendor list prices.
- Preparing balance sheet reconciliations at the end of the month including but not limited to recording transactions, generating reports, tracking income and checking expense figures for accuracy and legitimacy.

**2021-1 to 2022-01**

### **Accountant and Data Entry.**

**Egyptian Army - Cairo – Egypt**

- Insert customer and account data by inputting text based and numerical information from source documents within time limits
- Compile, verify accuracy and sort information according to priorities to prepare source data for computer entry
- Review data for deficiencies or errors, correct any incompatibilities if possible and check output
- Research and obtain further information for incomplete documents
- Apply data program techniques and procedures
- Generate reports, store completed work in designated locations and perform backup operations
- Scan documents and print files, when needed
- Keep information confidential
- Respond to queries for information and access relevant files
- Comply with data integrity and security policies
- Ensure proper use of office equipment and address any malfunctions

### **Languages**

**English**

**Very Good**

**Arabic**

**Native**

### **Skills**

- Proven experience as a junior accountant
- Excellent organizing abilities
- Great attention to detail
- Good with numbers and figures and an analytical acumen
- Good understanding of accounting and financial reporting principles and practices
- Excellent knowledge of MS Office and familiarity with relevant computer software
- Knowledge of regulatory standards
- General business knowledge
- Data analysis
- Effective communication
- Problem-solving
- Prioritizing
- Service orientation