# Mahmoud Amr Azmi

9/1/2001

Ain shams, Cairo, Egypt

Military services: Exempted

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#### **Summary:**

To enhance my knowledge, experience and provide support to the financial department by managing daily accounting tasks and work in a dynamic organization by giving substantial responsibility to new talent.

#### Education:

- Bachelor of Business Administration -El-Shrouk Academy 2022
- Accounting department
- Grade: Good

#### Accounting Skills:

- Record Journal Entries
- Prepare Trial balance
- Prepare Financial statements in accordance with Egyptian accounting standards
- Prepare Financial Reporting
- Accrued Revenues and Expenses

### **Work Experience:**

### ♣ General Accountant at Ema-Beauty Cosmetics July 2022 until now

- Holding cash transactions and bank transactions and standing on the cash position in the treasury and follow up collections
- Entries for daily expenses and transactions: Supplies, convenant liquidations and custom matches
- Monitoring the stock of merchandise in warehouses
- Follow up the inventory movement with the warehouse accountant responsible for it
- Follow up on clients and make the necessary matches for them every financial period with Odoo ERP system
- Audit expenses and revenues monthly
- Preparing the bank statement on a daily and monthly basis

 Analyze the daily expenses and prepare a detailed report for the expenses on a weekly and monthly basis for custody

### **♣** Call center agent at El-Araby-Group July 2018 to December 2018

- Answering customer calls
- Providing customers with the organizations' service and product information
- Handling Customers issues with efficiency and proper way

#### Online Courses:

- Microsoft Office on Udemy
- Windows command line on Udemy
- Accounting Excel on Tawar w 3'ayar
- Odoo course Online
- English Course (in progress)

### Language:

- Arabic: (Mother Tongue)
- English: Good

## Skills:

- Communication skills
- Computer skills
- Willingness to learn
- Fast typing on keyboard
- Work under pressure
- Flexible
- Attention to details