

MAHDY ADEL ELMZYEN

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Motivated and hardworking individual. Holds a degree in accounting and looking to obtain an entry level accounting job, to maximize my deductive reasoning, mathematical, and problem-solving skills and gain experience in accounting field that would help the organization to achieve it's goals.

EDUCATION

BACHOLAR OF ACCOUNTING DAMANHOUR UNIVERSITY, 2019

- Grade : Good

EXPERIENCE

DECEMBER 2020 – UNTIL NOW

ACCOUNTANT

AL-YASEEN CONTRACTING COMPANY

- Performing accounting duties throughout the project, such as preparing invoices, , and signing off on purchase orders.
- Preparing and dealing with account receivables.
- Responsible for the inventory and its invoices.
- Dealing with payables.
- Monitoring the treasury's movement on a daily basis and recording its restrictions.
- Disbursement of cash to contractors according to the disbursement plan.

SKILLS

- Effective communication.
- Problem-solving
- Critical thinking
- Attention to detail
- Microsoft Excel Knowledge.



COURSES AND ACHIEVMENTS

- Accounting excel
- ICDL
- CONTRACTING ACCOUNTING
- tax accounting course

LANGUGE

- Arabic : Native speaker
- English : Good