

# **Mahmoud Mohamed Elsayed Ahmed**

( 18), 6<sup>th</sup> October street

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Date of Birth: July 21, 1997

Military Service: Completed

## **Objective:**

Detail-oriented and passionate individual who recently graduated from the Aswan University Accounting Department seeks an entry level accounting role with Companies to utilize strong problem-solving skills, development analytical skills, and advanced understanding of the popular accounting and tax software tools.

## **EDUCATION:**

Aswan University - Faculty of Commerce

Bachelor of Commerce in English (Accounting department)

Grade: Good

2015 \_ 2019

## **Accounting Skills :**

"Accounting Cycle "

**Prepare journal   Ledger   Trial balance   Income Statement   Balance Sheet (Budget)**

- Maintaining records of assets and liabilities.
  - Updating accounts payable.
- Assisting in balancing sheets and income statements.
- Assisting with reviewing income and expenses.
  - Preparing regular reports.
- Assisting with other accounting-related duties
  - Able to record daily entries
  - Able to make bank reconciliation
  - Able to prepare Trial Balance

## **Training and courses :**

Computing Fundamentals-Key Application-Living online (IC3) (Arab Center) ( 23 March 2021 - 4 April2021)

## **Skills**

### **Language**

- Arabic: Mother tongue
- English : Good (reading , writing and conversation)

### **Computer**

- Windows, Internet and Ms Office (Word, Excel, Power Point)
- Proficiency in Ms Excel business applications
- Proficiency in the use of computers and its program

### **Personal skills**

- Ability to work individual or as a team member
- Ability to work under pressure

## **HOBBIES:**

**\*Reading, Interest in Scientific programs, Play sports, Participate in activities**