Mahmoud Emaira

ACCOUNTANT AND ACCOUNTING SOFTWARE DESIGNER

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ABOUT ME

My name is Mahmoud Emaira. I have held the position of an accountant in companies with various fields and activities such as service and industrial sectors. Additionally, I have a good understanding of product costing, pricing, and determining the break-even point. I also have sufficient experience in preparing journal entries, posting them until reaching the trial balance, and making adjustments and closing entries to prepare financial statements. Besides my love for programming and trying to integrate accounting with programming, I designed an accounting program using VB programming language and ACCESS database, which I implemented for the current company, contributing to solving many issues and problems. I also have a strong motivation to design websites and web-based accounting programs. My English language skills are very good, and I am always striving to improve them. I hope you will allow me the opportunity to discuss my experiences and skills with you. Thank you very much.

SKILLS

Designing accounting software using Access database and Visual Basic programming language

Website design

WORK EXPERIENCE

Branch Accountant
Mohammed Bin Abdullah Al Hammali General Transport Establishment / Saudi Arabia - Jeddah / Aug 2022 - Present

1- Responsible for entering daily entries for the branch and preparing the trial balance
2- Preparing adjustment entries to prepare financial statements
3- Responsible for purchasing spare parts while ensuring compatibility between price and quality
4- Responsible for revenue deposit operations in banks and recording related daily entries
5- Responsible for disbursing salaries to branch employees and workers and recording related daily entries
6- Assigned the task of managing accidents and submitting transactions to Najm and traffic companies and following up on collection operations
7- Assigned the task of preparing sponsored advertisements on Facebook and TikTok platforms to attract more clients
8- Effort in designing an accounting program using Visual Basic programming language and Access database for internal activities to organize work and ensure data sharing flexibility
9- Programs used in work (Asmak - Odoo - Excel - Access Program)

Branch Manager
Mohammed Bin Abdullah Al Hammali General Transport Establishment / Saudi Arabia - Abha / Jul 2020 - Jul 2022

- 1- Responsible for branch accounts and management
- 2- Responsible for collecting rents from clients with collection receipts
- 3- Preparing a monthly income statement and making necessary analyses and comparisons with historical data to assess branch efficiency
- 4- Responsible for check disbursement operations and depositing revenues in banks and recording related daily entries
- 5- Responsible for disbursing salaries to branch employees and workers and recording related daily entries
- 6- Responsible for managing accidents and submitting transactions to Najm and traffic companies and following up on collection operations
- 7- Responsible for preparing sponsored advertisements on Facebook and TikTok platforms to attract more clients
- 8- Effort in designing an accounting program using Visual Basic programming language and Access database for internal activities to organize work and ensure data sharing flexibility
- 9- Responsible for managing the workshop and recording malfunctions and ensuring vehicle readiness as quickly as possible at the lowest cost
- 10- Programs used in work (Asmak - Odoo - Excel - Access Program)

Treasury Accountant
Mohammed Bin Abdullah Al Hammali General Transport Establishment / Saudi Arabia - Riyadh / Aug 2018 - Apr 2020

- 1- Responsible for managing collection operations and settling customer debts
- 2- Responsible for disbursing salaries to branch employees and workers and recording related daily entries
- 3- Responsible for managing and following up on the company's accounts with Uber and Careem platforms and following up on deposit operations and recording related entries
- 4- Responsible for check disbursement operations and depositing revenues in banks and recording related daily entries
- 5- Programs used in work (Asmak - Odoo - Excel - Access Program)

General Accountant
Al Waheed Shoe Manufacturing and Oil Import Company / Egypt / Mar 2018 - Aug 2018

- 1- Recording daily entries related to purchases and treasury
- 2- Following up on the treasury balance and periodic matching
- 3- Coordinating with representatives and clients to deliver orders as quickly and accurately as possible to ensure customer satisfaction
- 4- Determining the cost of imported oils and adding a profit margin to determine the local selling price while considering the prevailing market price
- 5- Changing tasks to work in the evening shift responsible for reviewing daily entries and ensuring their accuracy and correct posting
- 6- Programs used in work (Al Ameen - Excel)

Cost Accountant
Al Jamal Clothing Manufacturing Company / Egypt / Sep 2017 - Feb 2018

- 1- Recording fixed asset depreciation entries to include them in product costs and distribute them according to the appropriate standard
- 2- Issuing raw materials linked to the raw material invoice for the manufacturing order with daily entries and ensuring matching issuance
- 3- Following up on production stages and dividing them into cost centers and monitoring the transfer of the product under operation between production stages and recording any waste with recording the related daily entries
- 4- Monitoring direct labor costs associated with the product to charge them to the product
- 5- Distributing industrial costs to determine the product cost and determine the target profit margin to declare the product price while considering market prices to ensure competitiveness
- 6- Determining the break-even point for products to ensure coverage of fixed costs
- 7- Monitoring finished product warehouses and other raw material warehouses with periodic inventory
- 8- Programs used in work (Excel)

Accountant
Abu Saada Restaurant / Egypt / May 2015 - Feb 2017

- 1- Initially worked as a cashier responsible for selling products
- 2- Then worked as an accountant responsible for collecting from the cashier and making daily treasury entries and depositing revenues in the bank
- 3- Issuing raw materials from warehouses and monitoring warehouses to ensure full utilization of all raw materials
- 4- Comprehensive follow-up of the kitchen (production stage) and recording any notes or violations to ensure the highest quality
- 5- Programs used in work (Excel)

EDUCATION

Bachelor of Accounting
Tanta University, Faculty of Commerce / Egypt - Tanta / 2017

- Obtained a Bachelor's degree in Accounting from the Faculty of Commerce, Tanta University.

Diploma in Accounting
Certified Public Accountant Office / Yasser Abdel Majeed / Egypt - Tanta / 2017

- Designed and implemented a complete documentation cycle for a real commercial company.
- Built and developed a comprehensive chart of accounts according to accounting standards.
- Prepared and recorded daily entries accurately and professionally.
- Effectively posted accounting operations to the ledger.

- Prepared the trial balance and ensured its accuracy and consistency.
- Created final financial statements according to approved accounting standards.
- Prepared the quarterly tax report

Diploma in ICDL
Certified Public Accountant Office / Yasser Abdel Majeed / Egypt - Tanta / 2017

- Created a complete accounting cycle on Microsoft Excel, with automatic data posting, leading to the preparation of final financial statements.

English Language Certificate
I-PLANET Center / Egypt / 2017

Achieved Level B2

ICDL
City Council / Egypt / 2017

Obtained ICDL certificate with distinction