



# MAHMOUD RADY

## CONTACT

- +201098332017
- +201229440643
- mahmoudrady115@gmail.com
- Egypt - Qina
- <https://www.linkedin.com/in/mahmoud-rady-1712862b6>

## PROFILE SUMMARY

Experienced General Accountant with a solid background in preparing financial reports, reviewing journal entries, and managing budgets and bank reconciliations. Skilled in handling accounts payable and receivable, and maintaining accurate documentation in compliance with accounting standards. Proficient in using accounting software, ERP systems, and Excel to deliver precise financial analysis. Recognized for strong problem-solving skills, attention to detail, and the ability to meet deadlines while working collaboratively to achieve organizational goals.

## PERSONAL DATA

**Birth of date:** 12/09/2000

**Nationality:** Egyptian

**Marital status:** Single

## EDUCATION

2018 : 2022

**South Valley University**

Bachelor of commerce in Accounting with good Grade .

## COURSES

- PFA (professional Financial Accountant)
- MOS (Master Microsoft Office Specialist)

## TRAINING

- Summer training at Bank Misr
- Telephone Mannars
- Processed Accounting records
- Professional Communication Skills
- Problem solving Skills

## LANGUAGES

- Arabic Native (Mother tongue)
- English (professional)
- Russian (Intermediate)
- German (Bascis)

## WORK EXPERIENCE

### Human Resources Agent At Steigenberger Al Dau

(from 01.09.2024 to 31.08.2025)

- Managed the full recruitment cycle from resume screening to final hiring, ensuring an efficient process.
- Maintained accurate employee records and ensured compliance with laws and internal policies.
- Processed payroll, tracked attendance, and reconciled salaries with accuracy and timeliness.
- Assisted in preparing HR budgets, monitored expenses, and generated financial reports.
- Implemented improvements in HR and payroll processes to increase efficiency and reduce errors.

### General Accountant at AKA Company for Real Estate

(from 01.07.2023 to 22.08.2024)

- Managed daily accounting operations, including accounts payable and receivable.
- Prepared accurate financial statements, including the Income Statement, and monthly closing reports
- Reconciled bank statements and ensured compliance with accounting standards
- assisted in budgeting, forecasting, and financial analysis to support management decisions

## **Data Entry**

(At military time)

- Entered and updated data into systems and databases with accuracy and precision
- Verified and corrected records to ensure data integrity
- Organized and maintained files and documents for efficient access.
- Ensured confidentiality of sensitive information in line with company policies.

## **Accountant at Italian Restaurant**

(Part - time during studies)

- Assisted in maintaining basic financial records and updating accounts
- Prepared and processed invoices for suppliers and customers
- Supported in generating simple financial reports for management.
- Ensured accuracy in handling daily transactions and cash flow.

## **PERSONAL SKILLS**

- Strong verbal and written communication skills, fostering effective professional relationships
- Detail-oriented with a commitment to accuracy, particularly in reviewing financial data and reports
- Proven ability to complete tasks within required deadlines while maintaining high quality standards
- Analytical mindset with the ability to interpret financial data and support informed decision-making.
- Flexible and proactive problem-solver, capable of working independently or as part of a team

## **TECNICAL SKILLS**

- Proficient in Microsoft Office (Excel, Word, PowerPoint).
- Experienced in accounting software and ERP systems.
- Skilled in data entry, payroll processing, and financial reporting

## **INTERESTED**

- Building a professional career with multinational companies
- Expanding expertise in accounting and financial management
- Continuous self-development and language learning

## **NOTES**

- Currently I'm learning German Language.