

Mohanad Ahmed Mohammed

Basra, Al Jazaier Area | +964 (0) 771 3793000 | Email: mohanad2015e@gmail.com

Objective

To build upon existing corporate finance skills in both Accounting execution and analytics, leading to increased responsibilities and customer service Satisfaction.

Education

BSc in Accounting Science | May 2015 | Shat Al Arab University Colleague

Experience

Accountant | Al Yaqeen Company | 16/11/2016 - Present

- Manage all customers accounting operations based on accounting principles.
- Conduct month-end and year-end close process.
- Keep information confidential and secure them with random database backups.
- Documents financial transactions by entering account information.
- Summarizes current financial status by collecting information; preparing balance sheet, profit and loss statement, and other reports.
- Preparing financial transactions by auditing documents.
- Doing all needed clerical jobs by coordinating activities and answering questions.
- Prepares payments by verifying documentation, and requesting disbursements.
- Prepares special financial reports by collecting, analyzing, and summarizing account information.
- Maintains customer confidence and protects operations by keeping financial information confidential.

Skills & Abilities

- MS Windows 7 - MS Office 2010 (Word - Excel - Power Point - Outlook).
- Internet Browsing and emails check.
- Adobe Acrobat (Reader & Writer).
- Writing reports.