

Ali Abd El Hameed Mahmoud

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Objective:

Ambitious and seeking for challenging position that fit and my develops education, qualifications, and courses.

Education:

- South Valley University- Faculty of Commerce.
- Major: Accounting Arabic Section.
- Graduation Date: July 2014.
- Postgraduate student Master of Business Administration (MBA).

Experience:

- **Abu Gemeaa for Contracting - (Red Sea) Apr 2016 - Present.**
- **Position: Accountant.**

- Recording and posting daily financial transactions using MS Excel sheets.
- Follow-up expenses and revenues of the company.
- Registration of staff, procurement, site, etc.
- Following up and disbursing the payments of suppliers and subcontractors according to the schedule of payments according to the agreement.
- Periodic follow-up of the stores every period.
- Delivery of sales invoices and subcontractors' dues to the financial department.
- Follow up the abstracts and letters of guarantee with the site engineer, whether primary or final.

- **Trainee – Accounting officer (Mr. Yasser Abdul-Aziz) Jan 2013- Dec 2013**

- The technical accounting guidance of documents and recording in the accounting records according to the different accounting methods and in the following activities (Commercial, Manufacturing, Service, Import Export companies and public Organizations).
- Designing the accounting and documental system using computer.
- Preparing final accounts and different financial statements in accordance with GAAP.
- Preparing documents and records for tax audits.

Skills:

Language Skills:

- Arabic: Mother Tongue.
- English: Good in spoken and written.

Computer Skills:

- **Computer Skills:**
 - Able to deal with all Windows Versions.
 - Capable to learn new systems to achieve business tasks.
- **Microsoft Office:**
 - Word, Excel, PowerPoint, Outlook, and Internet Browsing.

Personal Skills:

- Dealing and communicating with others well.
- Work effectively within a team.
- Having a good knowledge about scientific problem solving & decision making.
- Capable to learn new systems to achieve business tasks.
- Flexibility and ability to manage priorities.

Courses:

- ICDL Certified (International Computer Driving license). 2017
- Comprehensive Accountant Diploma - (C.G.A.A)
- English (First and Second level) – M3aarf.
- Excel For Accountants – M3aarf.
- Professional financial accountant (PFA) - Udemy.

Personal Data:

- Date of Birth : 15 of August 1992.
- Nationality : Egyptian.
- Military Status : Completed.
- Marital Status : Single .