***Curriculum Vitae***

**MAHMOUD**

**Address:** Bur Dubai, Dubai - UAE

**Email:** **Mahmoud.373658@2freemail.com**

**D.O.B.** May 31st,, 1988.

**Nationality:** Egyptian

**Visa Status:** visit visa

**CAREER OBJECTIVE:**

Seeking a challenging position in any dynamic & reputed organization which offers good opportunity and challenging working environment and would help me in build-up my knowledge & experience.

**WORK EXPERIENCE:**

* **AL NABULSI BUILDING MATERICALS TRADING L L C*(Dubai – UAE)***

**Naboulsy group (BIN NAWI GENERAL CONTRACTING & TRANSPORTING L.L.C.-DUBAI GULF CONTRACTING L L C - TRIANGLE GENERAL LAND TRANSPORT - UNITED GULF CONTRACTING & GENERL TRANSPORT - L L C - STARS HEAVY EQUIPMENT FZ-LLC )**

Working as ***Administrative Assistant(* 2012- 2014)** .

* **Al yassen contracting LLC (*Dubai – UAE) , working as accountant and pro ,***

**Handling accounting work and also PROwork,**

**Since (2014 up to 2016).**

* **I have UAE driving license.**

***Responsibilities:***

* In charge of administrative duties, data entry, receives and screens office calls and

Stamps all Accounts Payable checks, matches with remittance stubs, prepares for mailing in a timely manner.

* Prepares payment voucher for clients.
* Preparation and follow-up vendor accounts.
* Preparationstaffsalaries.
* Accurately maintains a variety of logs and files.
* Processes telephone bill and distributes vouchers for departments.
* On daily basis, batches Same Category Budget Transfers into computer system.
* Types checks as directed by staff accountants.
* Maintaining petty cash drawer and distribution of petty cash to other County departments when necessary.
* Prepares archive management report for Supervisor review.
* Responsible for ridding the transactions in the Ministry of labor and Immigration and Passport Department.
* Responsible for clearance of transactions municipality.
* Responsible for ridding the special economic development transactions.
* Preparation, Follow-up and receive payments for projects.

**ACADEMIC QUALIFICATIONS:**

* **Bachelor of Commerce (2010)**

*Beni – Suife University, Egypt*

**EXPERTISE:**

* MS Windows XP, Vista
* MS Word, Excel, Access, Outlook, Power Point
* Peach Tree

**PROFESSIONAL SKILLS**

* Effective Planning of my work and time management
* Ability to perform multiple tasks promptly, proactively and with responsibility
* Ability to work in team
* Strong communication, interpersonal and leadership skills
* Achievement & result oriented with an ability to manage change with ease
* Have excellent problem solving, analytical and coordination skills.

**LANGUAGE:**

* Arabic
* English

***Reference:***will be provided upon request.