**Mahmoud**



**Nationality: Egyptian**

**Date of Birth: 10/10/1986**

**Email:** [**Mahmoud.375651@2freemail.com**](mailto:Mahmoud.375651@2freemail.com)

### **EDUCATION**

**College of Commerce Menoufia university ( English department) -Egypt**

*Practice accounting from 2004*

*Bachelor of accounting on 2007*

## WORK EXPERIENCE

**Accord international advocates & Legal Consultants**

**General Accountant (June 2016 till now )**

* Prepare statement for **VAT** , submit **VAT** online and calculate **VAT.**
* Drafting and preparing fees agreements.
* Translate agreements from and into English.
* Preparing the company's accounting policy.
* Follow-up customers.
* Handle all cheque deposit.
* Responsible for purchases.
* Arrange monthly reports , Balance sheet, income statement.
* The agreement with the customer on the legal fees.
* Working hours account for customers and calculate value-hour for Lawyer assistant, the legal adviser and lawyer.
* Preparation of staff salaries ( WPS System ).
* Interviews with new employees and raise employee efficiency.
* Handle everything with Labor office, Tasheel & Emigration
* Using Quick books program.

##### **ARMS GROUP**

***Accounting Manager (Oct 2015 – till May 2016)***

* Follow up customers for collections
* Arrange financials statement
* Arrange cashflows by using Tally program
* Handle cheques and cash with Bank
* Arrange salaries using WPS system
* Using Al Tally program.

##### **Mohammad Alsaadi Advocates & Legal Consultants Dubai - UAE**

***Accounting Manager (July 2012 – till AUG 2015)***

* Drafting and preparing fees agreements.
* Translate agreements from and into English.
* Preparing the company's accounting policy.
* Follow-up customers.
* Handle all cheque deposite.
* Responsible for purchases.
* Arrange monthly reports, Balance sheet, income statement.
* The agreement with the customer on the legal fees.
* Working hours account for customers and calculate value-hour for Lawyer assistant, the legal adviser and lawyer.
* Preparation of staff salaries ( WPS System ).
* Interviews with new employees and raise employee efficiency.
* Handle everything with Labor office, Tasheel & Emigration.
* Using peach tree program.

***Steigenberger Golf Resort & Spa El Gouna Hurghada - Egypt***

***Accountant ( December 2007 - April 2012 )***

* Review of income and expenditure for restaurants.
* Responsible for all purchases in the hotel.
* Check out Rooms Revenue.
* Responsible for all banking transactions and loans.
* Responsible for the supply of goods to the hotel.
* Depreciation accounts.
* A full account of expenditure and revenue.
* Working in Cost Control.
* Working in Credit department for 3 months.
* Responsible for Staff Salaries ( 405 employees ).
* Using opera program.

## ACHIEVEMENTS & AWARDS

* Employee of the month Steigenberger golf resort El gouna ( June 2008).
* Employee of the month Steigenberger golf resort El gouna ( December 2009).

## Personal Information

* Marital Status: Single
* I have a DRIVING LICENSE

## Languages

* Arabic Native
* English Very good (Writing – Speaking – Reading)
* Deutsch good

## References

*• Available upon request*