

MAHMOUD

**email :-** **mahmoud.379908@2freemail.com**

**Accomplishments**

* **Qad (qualified accountant diploma) - (EIAC)**
* **ICDL**
* **Auditing accounting - (AAIA)**
* **Financial accounting - (AAIA)**
* **Commercial excel**
* **English conversation**
* **Restriction and deportation And preparation of financial statements(Egyptian Society of Certified Public Accountants )**
* **QUICKBOOK**

**Experience**

**Chef accountant** **July 2016 to April 2018**

**Alnujabaa building contracting . - Dubai**

**Working with accounts payable , receivables , bank, and petty cash accounts.**

**Knowledge of weekly monthly payroll, purchase and sales tax invoices.**

**Checking purchase invoices** **to delivery notes**

**Auditing for stores accounts.**

**Auditing for fixed assets.**

**Handling incoming cash and posting it into the relevant bank accounts**

 **Control the documents issued and received to the accounting department,**

* **and verify their authenticity and contain the necessary signatures .**

 **Participate in the periodic and annual inventory of materials and fixed assets**  **Preparation of salary scales and wages for employees and ensure the correct preparation of This tables**

 **Analysis of expenses.**

**provides all required documents and documents on time.**

**Submission of correct document to the Ministry of Labor for visa applications.**

**Manage all types of applications and paperworkincluding Resident and Employee Visa, Labour and Immigration Cards, Labour Quota applications, Investor Visas, Offshore; Security Passes (CICPA), Emirates ID Cards, Company and Branch formation, Annual License renewals and updates.**

**Arrange medical tests, passports, memos, promotional draws and fine resolution**.****

**General accountant** **April 2016 to July 2016.**

**Omega shipping EG -** **Alexandria – Egypt .**

**Senior accountant** **April 2014 to April 2016**

**Marsillia group** **-** **Alexandria - Egypt .**

**Education and training**

* **Diploma at accounting & auditing**

** Alexandria university**

** Graduation :- 2014**

** Grand :- excellent**

* **Bachelor of accounting**

 **Alexandria university**

 **Graduation :- 2010**

 **Grand :- good**

**Personal information**

 **Date of birth:-1/7/1989**

 **Nationality: - Egyptian**

 **Marital status: - single**

**Skills**

* **Team work spirit and co-operation**
* **Hard worker under stress**
* **Good communication**

**DRIVING LICENSE AT DUBAI :- UNDER PROCESS**

**Languages**

* **ENGLISH: - GOOD COMMAND READING AND SPEAKING**
* **ARABIC:- MOTHER LANGUGE**