

Mahmoud Amr

Accountant



<https://www.linkedin.com/in/mahmoud-amr-7b1010187/>
mahmoudamr1254@gmail.com
+20 -101 -240- 1439

Summary of qualifications

Financially and operationally driven accounting with proven experience in business bookkeeping and financial management, skilled in project coordination, and directing, with the mainstream of resolving issues upon the assimilation and structuring of systems, thrives in challenging and constantly self-improving, seeking to leverage exceptional accounting skills as a participation in entry-level staff accountant position.

Education



Akhbar Elyoum Academy - **Commerce English Section**
Major : **Accounting** - Minor : **Accounting**
Dissertation title: **Financial Inclusion (Grade : Excellent)**

Sep.2017 - July .2020



Work Experience

Accountant

Hayawe bio wood Company
Aug. 2020 ~ Current

- Manage all accounting transactions .
- Handle all accounts payable and receivable daily
- Generates accounting statements and reports
- Process standard and complex bookkeeping entries
- Researches cash receipts
- Facilitate incoming payments and outgoing checks
- Organizes and maintains up to date financial records.
- Researches and applies unallocated cash.
- Interact with Management and Clients
- Operate Equipment

Inventory Accountant

- Manage purchasing orders for incoming equipment, services, and supplies
- Account Tracking , Payroll and wages allocation, budgeting and all types of cash
- Verify receipts and confirm purchase contents and orders are complete
- Monitors and maintains current inventory Stock levels.
- Develop, implement, modify, and document recordkeeping and accounting system.
- Inventory Transactions & Transferring
- Conduct Reports for Inventory ex. (Ending inventory, physical count, requested goods)

Assistant

Sep.2018 - July.2020

- Provide support to college students in accounting studies

Projects

Real Estate Developer

July.2022 - Aug 2023

Real Estate Broker

Oct .2020 - March . 2022

Courses

Banking Diploma

june. 2021 - Oct. 2021

career 180 - Internship

Aug.2019- Sep. 2019

Skills

- Quick books : Proficient
- Microsoft Office : Proficient
- Payroll
- Collections
- Invoices
- Financial Statements
- Account Analysis
- Revenue Projections
- Budgets
- Mathematics