

Mohamed Mahmoud

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OBJECTIVE

A dedicated accountant with a proven track record in accurate financial accounting, seeking to leverage my skills to contribute to a dynamic finance team and grow into a Financial Manager role. I bring strong expertise in financial reporting, bookkeeping, and reconciliation, supported by hands-on experience as a junior Accountant, where I managed daily transactions, bank reconciliations, and invoice management. My background also includes a customer service internship at Banque Misr, strengthening my communication and client-handling skills. Proficient in Microsoft Excel, Professional Accountant software, and financial analysis tools, I am currently pursuing CMA and IFRS training with the long-term goal of specializing in auditing and financial analysis.

Experience

Junior Accountant | 2025

- Issuing sales invoices and recording sales returns.
- Preparing and posting receipts and payment vouchers.
- Performing daily cash reconciliation by matching sales, collections, and expenses with actual cash in the treasury.
- Recording and closing daily transactions in the accounting system.
- Reconciling bank statements with system records to ensure accuracy.
- Followed up on clients' installment payments and reviewed their accounts for accuracy.
- Managing sales operations and processing customer orders.

Marketing Officer & Sales Employee | 2022-2025

United Academy for Training and Management - Full-Time Job

- Developed and improved marketing operations across social media platforms (Instagram, LinkedIn, Twitter).
- Created and managed content to promote professional training programs.
- Handled direct sales with clients via WhatsApp and Telegram and Build long-term client relationships.
- Contributed to increased engagement and program registrations through targeted marketing efforts.

Customer Service | 2024

Banque Misr - Summer Internship

- Supported daily customer service operations, including assisting clients with account opening, updating customer information, and handling basic banking transactions.
- Gained hands-on experience in client communication, banking procedures

Education

Bachelor of Commerce in Accounting | Final Year

Cairo University

Relevant coursework:

- CMA – In Progress
- Accounting Skills For New Supervisor – Yanfaa Platform
- Introduction to Financial Planning – Central Bank of Egypt
- Professional Diploma in Accounting and Financial Management - AUTM

SKILLS

Accounting Software: Professional Accountant software.

Microsoft Office Suite: Excel (Advanced), Word.

Financial Skills: General Ledger, Accounts Payable/Receivable, Reconciliation, Financial Reporting, Budgeting.

Soft Skills: Detail-Oriented, Problem-Solving, Teamwork, Communication, Time Management.

Language skills:

Arabic: Native proficiency **English:** Limited working proficiency.

