

# ABDELRAHMAN SALAH MAHMOUD

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## SUMMARY

. I graduated from faculty of commerce English section accounting department with good grade then I became an administrative officer at Ezz Steel company for three years my role was supervising employees salaries and attendance till the end of 2021 after that I joined Care Services Company as an asset and storage accountant from the beginning of 2022 to FEB 2024 responsible for assets and supervisor of warehouse also monitoring spends, using ERP system known as NCR and preparing monthly income statement for our branch.

## SKILLS & ABILITIES

- General business knowledge
- Standards of Accounting
- Critical Thinking
- Attention to Details
- MS Office
- Effective Communication.
- B2 In English

## EDUCATION

**BACHELOR OF ACCOUNTING, FACULTY OF COMMERCE, ENGLISH SECTION, DAMNHOUR UNIVERSITY, GOOD GRADE** **2017-2021**

### Major courses:

- Accounting & Advanced Accounting & Financial Accounting
- Taxation
- Auditing
- Insurance
- Feasibility studies

## EXPERIENCE

**ACCOUNTANT AT CARE SERVICES COMPANY [ALEXANDRIA BRANCH]**

**JUN 2022: FEB 2024**

### Responsibilities

- Monitoring spendings.
- Assets supervision.
- Financial dealing with suppliers.
- Monitoring warehouse.
- Recording transactions using ERP system.
- Prepare monthly income statements for our branch.

**ADMINISTRATIVE EMPLOYEE AT EZZ STEEL COMPANY**

**JUN 2021: DEC 2021**

### Responsibilities

- In charge of salaries.
- In charge of employees' attendance.

**ADMINISTRATIVE EMPLOYEE AT CARE SERVICES COMPANY**

**JUN 2018: DEC 2021**

### Responsibilities

- In charge of salaries.
- In charge of employees' attendance.