

CONTACT

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OBJECTIVE

To work in an environment which encourages me to succeed and grow professionally where I can utilize my skills and knowledge appropriately.

EXPERIENCE

2018 - 2020

- **Store keeper**
Sun and sand hotel
-Maintain clear and organised records to ensure all reports and invoices are filed and stored properly.
-Responsible for storage of both food & beverage and operational stock.
-Responsible for the day-to-day check on the storage facilities for upkeep and hygiene.
-Responsible to verify all goods arrived as per the agreed purchase, delivery note and agreed quantity has been received.
-Ensure all store requisitions are signed by concerned Department Heads (HOD's) and approved by FC/GM depending upon the hotel's operations procedure.
-Conduct physical stock audits on a regular basis as advised by the Financial Controller.
Work closely with Purchasing to order and receive items and equipment.

2020 - 2022

- **Junior Accountant**
White point facility management
-Analyze financial information and prepare balance sheets.
-Coordinate with management and staff to prepare budgets.
-Resolve account payable and receivable issues or queries.
-Accurately perform daily reconciliations of cash, check and credit card transactions, and tally and file invoices.
-Comply with Generally Accepted Accounting Principles (GAAP) for financial statements.
_Assist in financial and tax audits, and general ledger preparation.
_Develop monthly financial statements that include cash flow, profit and loss statements, and balance sheets.

EDUCATION

2021

- **Sohag university**
Bachelor degree In Accounting
- **Computer science academy**
Microsoft office course

SKILLS

- Computer skills
- Time management skills
- Problem solving skills
- Communication skills
- Customer service skills
- Stress management skills

LANGUAGES

- Arabic : Mother tongue
- English : Intermediate level