

Alamir Ahmed Mahmoud

Qenawy

Cashier



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☎ +971 54 246 7062 📍 Deira Dubai, UAE

📅 Aug 15, 1989 🇪🇬 Egyptian 🤰 Married

🏆 Completed

PROFILE

Accountant, with cover and high knowledge of financial reports, budgets, sales, financial accounts, project management, market research and restaurant accounts, I am looking for a job as an accountant in a reputable company and a stimulating work environment to achieve the desired goals by providing a high level of performance in the preparation, examination and analysis of accounting records and various forms of financial reporting, management and registration of accounts, documents, payments and financial affairs of the company, recording internal financial transactions of the company and subsidiaries and preparing financial reports Company Tax Management and next to my abilities On collecting payments in cash or through credit cards and reviewing the issuance of invoices and receipts, with the possibility of recording and saving any inputs related to the company.

EDUCATION

Bachelor of Commerce Division of Accounting,
Faculty of Commerce, Sohag University
2013 | Egypt

TRAINING COURSES

- Accounting Course(Quickbooks, Peachtree accounting, Excel)
- Computer Course (ICDL "IC3 Course ")
- Human Resources Course (HR) containing(Workshop team, Time management, Presentation skills, Curriculum Vitae (CV))

LANGUAGES

Arabic : Mother tongue

English: Good

PROFESSIONAL EXPERIENCE

Accountant & Cashier, Al Arabi Supermarket
2020 – 2023 | Egypt

Accountant & Cashier, Meydan Restaurant
2018 – 2020 | Egypt

Data Entry, Sada General Company for Communications and Information Technology
2016 – 2018 | Saudi Arabia

Cashier, Al Senadi Mall
2014 – 2016 | Saudi Arabia

Accountant & Data Entry, Egypt Post
2013 – 2014 | Egypt

SOFT SKILLS

- Attention to detail.
- Problem solving and creativity.
- Excellent verbal and written communication skills.
- Flexibility.
- Ability to work under pressure at all times.
- high organizational capabilities.
- Good conversational skills.
- Teamwork skills.
- Critical thinking skills.
- Rapid learning skills.

TECHNICAL SKILLS

- Knowledge of accounting practices.
- Ability to prepare financial statements.
- Accounts payable, receivable, payroll, tax forms, invoice control and financial reports.
- Ability to make many phone calls and communicate via e-mail during the day.
- Speed and accuracy in entering data in the computer.
- Excel Accounting.
- Ability to use database software.
- Quickbooks.
- Dealing with accounting software.
- An in-depth understanding of the fundamentals of accounting to accurately interpret and analyze financial statements.
- Computer Systems Operation Skills.
- Microsoft office.
- Social media skills.

SOFT SKILLS

- The skill of memorizing and remembering.
- Flexibility and time management .

REFERENCES

References will provided upon request.