

# Mahmoud Adel Abbas Abd-Aziz

## Accounting



### My Contact

✉ Mahmoudpoposs64@gmail.com

☎ +971-506530466

📍 UAE , Sharjah

### About Me

I am a Senior Accountant with 7+ years of experience in the real estate industry. I have a strong understanding of the accounting principles and procedures involved in real estate transactions, and I am proficient in data entry, data analysis, and bank reconciliation. I am also experienced in handling investor data, office inventory, and petty cash.

### Hard skill

- Financial modeling and reporting
- Data analysis
- Financial accounting
- Business valuation
- Bank Re-cancellation

### Soft skill

- Co-operation and Hard worker
- Self-confident, Self-motivated and ambitious
- Ability to work in a group and alone
- Active and creative
- Multi-tasking

### Education Background

- Bachelor of Commerce  
from Tanta University  
Graduation year: 2016

### Achievements

- Pioneer Academy For Training  
Professional financial accountant  
Electronic accounting  
Contracting Accountancy

Information Computer Device License  
(ICDL)

### Languages

- Arabic. Native
- English. Professional

### Professional Experience

Advisory Office For Audit And Taxes, Mohamed Kamel Shehata ( sep.2016\_sep.2017 )

- Preparing entries and registration in accounting books according to different accounting methods
- Preparing financial statements according to Egyptian accounting standards
- Prepare trial balance
- Design and preparation final accounts on the computer
- Preparing bank reconciliation statements
- How to prepare and review cost lists
- prepare and review the summary of the tax return
- Preparing the value-added declaration

Sales and Customer services agent at Telecom Egypt (MAR.2017 \_aug.2019)

- Customer service to handling the customer needs
- Achieving salesTarget

Al Bosti Construction and Real Estate Development Company (sep.2019 \_sep.2020)

• Coast accountant  
Accounts Manager , sales and marketing manager  
at Organza HomeWEAR Fashion's MANUFACTURE (sep.2019 \_for now)

- Account manager
- Sales manager

Develop the entire accounting system for the Ketchup restaurant

### Account Programmes

EXCEL  
WORD  
POWERPOINT  
Peachtree  
QuickBooks  
Al-Amin  
CORELDRAW  
PHOTOSHOP