





Mahmoud Elgindy *Accountant*

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 0545445105

 Dubai , UAE

 01/03/1985

 Egyptian

 Married

 Postponed

 UAE Driving License

 Male

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Profile

Highly analytical, result-driven accountant skilled at working quickly and accurately under tight deadlines. Adept at all functions of accounting, including balancing sheets, processing payments, managing accounts payable and providing executive administrative support. Dedicated to providing exemplary work and supporting the overall mission of the department and company.

Education

Bachelor of commerce

Mansoura University

09/2002 – 09/2006

Mansoura, Egypt

Professional Experience

Accountant

12/2023 – present

La Vender Real Estate Development

Dubai,

Entry for New Contracts

United Arab Emirates

Terminate Expired Apartments and make settlement for the vacant tenants and make deductions

manage payments and clear checks

reconciliation bank statement

rental income statement

balance sheet and profit and loss

Process accounts and incoming payments in compliance with financial policies and procedures

Perform day to day financial transactions, including verifying, classifying, computing, posting and recording accounts receivables' data

Prepare bills, invoices and bank deposits

Reconcile the accounts receivable ledger to ensure that all payments are accounted for and properly posted.

Verify discrepancies by and resolve clients' billing issues

Facilitate payment of invoices due by sending bill reminders and contacting clients

Generate financial statements and reports detailing accounts receivable status

Accountant & sales (key account management)

12/2014 – 10/2022

Flying saucer Agricultural Materials

Abu Dhabi, UAE

Managed accounts payable/receivable, general ledger and payroll processes for a medium-sized business.

Prepared financial documents such as invoices, bills, and accounts payable and receivable.

Performed bank reconciliations and prepared daily financial reports.

Assisted with the preparation of annual budgets and forecasts.

Analyzed financial data and prepared financial reports.

Reviewed and analyzed financial information to prepare journal entries.

Developed and maintained internal control systems and procedures.

Assisted in the preparation of monthly financial statements.

Resolved customer inquiries and billing issues.

Provided support to the accounting department in day-to-day operations.

Accountant

11/2011 – 08/2014

Sardar Automobile Trading

Dubai, UAE

Supervise And Monitor Day To Day Accounting Operation , Ensuring Timely Deposit Of Cash In The Bank , Reviewing Daily Sales Reconciliation, Daily Span And Credit Card Reconciliation With The Till, All The Work Performed By The Accountant , Checking The Correctness Of All The Daily Transaction Entered In The System , Preparation Of Cash Flow Statement , Preparation Of Budgeted Income Statement , To Support Higher Management For Any Info Needed For Effective Decision Making , Record Of All Accounting Transaction.

Accountant & leasing person

09/2008 – 07/2011

Al Sheba Real Estate

Dubai, UAE

- Post entries into the accounting system for verification and posting tenancy contract
- Prepares receipt voucher, deposit slips
- Reconciliation of the Accounts Receivable and PDC receivables in FOCUS against excel monitoring sheet
- Prepare report in case of early Tenancy Contract Termination, Deposit Refund and Remote Control Refund
- Prepares report and coordinates with Real Estate Dept. regarding overdue receivables, Tenancy Contract Renewals, returned Cheque
- Handles petty cash and company cars' fuel expenses
- Other matters as me required by the Finance Manager/Chief Accountant.
- Present properties and provided amenities in a positive light to prospective tenants
- Act as a landlord for property owners and help them navigate the property market
- Advertise available properties using a variety of media and promoting materials
- Determine the needs, living standards and economic viability of prospect customers
- Confirm rental application data and personal references
- Stay knowledgeable of the property market status
- Provide information on all aspects of properties (expansion, zoning, crime etc)
- Negotiate leasing terms and conditions and close deals
- Ensure proper maintenance and inspect properties periodically

Skills			
Microsoft Office	● ● ● ● ●	ERP Systems	● ● ● ● ●
Excel Word		Focus Bazar	
Strong communication skills	● ● ● ● ●	Quick learner	● ● ● ● ●
Self-motivated	● ● ● ● ●	ICA smart Services	● ● ● ● ●
Mohre	● ● ● ● ●	Focus Bazar	● ● ● ● ●
Experience in processing transactions at the Ministry of Labor and Economic Development		Financial skills	● ● ● ● ●
Skills	● ● ● ● ●	Financial Accounting Budgeting Tax Preparation Auditing Forecasting Bookkeeping Data Analysis Account Reconciliation Financial Reporting	
Communication Organizational Problem-solving Time-management Analytical Attention-to-detail Adaptability Leadership Interpersonal Teamwork			
EPMS Real estate Software	● ● ● ● ●		
Languages			
English	● ● ● ● ●	Arabic	● ● ● ● ●
Courses			
Selling smarter		03/2024 – 03/2024	
Edrak		Dubai, UAE	
Accounting and financial Management		02/2024 – 02/2024	
Edrak			
Customer service- key account management		02/2024 – 02/2024	
Edrak			
Visa status			
Own Visa			