



Mahmoud Elgayar

ACCOUNTING MANAGER

Personal Information

- Date of birth 05/07/1986
- Mobile no +971 555516234
- Email Acc.mahmoud_Elgayar@yahoo.com
- Nationality Egyptian

Career objective

Competent and result driven accounting manager with a proven track record of 16 years with established knowledge of accounting principles to execute in-depth financial audits and deliver comprehensive financial reports. Seeking a more challenging position within an organization that allows for further career advancement.

Education

- Bachelor's degree
- Suez Canal University
- Accounting
- Graduation year 2007

Language's

- Arabic: native
- English: fluent

Professional Experience

Coscodom Maritime as agent of China Ocean Shipping Company (Cosco)

Accounting Manager 03/2018 TO present

Coscodom Maritime as agent of China Ocean Shipping Company (Cosco)

Assistant Accounting Manager 07/2016 TO 03/2018

Coscodom Maritime as agent of China Ocean Shipping Company (Cosco)

Accounting Supervisor 01/2014 TO 07/2016

Coscodom Maritime as agent of China Ocean Shipping Company (Cosco)

Senior accountant 11/2010 TO 01/2014

Bookkeeping

- Creating a complete Microsoft Excel accounting cycle using the outputs of the ERP accounting system.
- Detecting user input errors and reclassifying the journals separately with multiple currencies.
- Each journal includes automated financial transactions recording and a monthly accumulated report.
- Gathering supporting documentation and conduct record keeping.

Bank reconciliation

- Responsible for nine bank accounts with massive transactions and multiple currencies.
- Verify that all transactions, such as checks, withdrawals, deposits, and other types of payments, are accurately documented.
- Ensure the ERP accounting system reflects the correct transactions.
- Monitoring banking activities to prevent fraud.

- Identify and resolve reconciliation discrepancies.
- Prepare monthly reconciliation reports for all bank accounts.

Accounts payable

- Managing all accounts for Egyptian ports, domestic authorities, and non-governmental authorities.
- Make sure all invoices, are disbursed, coded accurately, authorized, and posted to the accounting system.
- Scheduling payments and ensure that the payment is received.
- Verify and investigate discrepancies, if any, by reconciling vendor accounts and monthly vendor statements.
- Prepare monthly report.

General ledger

- Create a monthly general ledger and reconcile it with the ERP accounting system's ledger to ensure its accuracy.
- Reconcile accounts across the general ledger and sub-ledgers and resolve discrepancies.
- Monthly entry of financial data, such as accruals and deferrals.
- Ensure that all revenue and expense transactions are recorded in the system on a daily basis.
- Analyze and execute foreign currency exchanges to be reported in local currency.
- Assist the Auditor in gathering the essential data and supporting documents needed to conduct the external audits.

Financial reporting

- Prepare monthly and yearly accumulated trial balance.
- Prepare income statement.
- Prepare balance sheet.
- Prepare financial position statement.
- Prepare equity statement.
- Monthly and end-year closures.
- Fixed assets and ageing report.
- Currency reevaluation report.
- Detailed operational and administrative reports.
- Detailed revenue reports.
- Assist the Financial Manager with the preparation of the financial reports that will be reviewed at the B.O.D annual meeting
- Ensure that all reports are comply with GAAP standards and regulations.
- Providing new staff members with training on financial processes

Concrete Building

External auditor 05/2023 TO present

- Planning the financial structure of the company (Startup Company)
- Examine financial records, accounts, and other data that were prepared by staff.
- Check financial statements for compliance and accuracy
- Prepare for the closing reports and balance sheet that will be presented at the end of the year

National Company for Shipping and Trading Agencies

Staff Accountant 9/2008 TO 11/2010

- Bookkeeping.
- Bank reconciliation.
- Recording all financial transactions to the accounting system.
- Responsible for the head office treasury.
- Accounts payable.
- Accounts receivable.



Port Said Company for construction development

Construction Site Accountant 4/2008 TO 9/2008

- Supervise the accounts of contractors.
- Observing the inventory for the construction site.
- Recording all financial transactions to the accounting system.

Amana Commercial Company

Junior Accountant 7/2007 TO 4/2008

- Bookkeeping
- Accounts payable
- Accounts receivable
- Recording all financial transactions to the accounting system.

Specific Construction Techniques

Junior Accountant 7/2007 TO 4/2008

- Bookkeeping
- Account payable
- Account receivable
- Recording all financial transactions to the accounting system.

Training and internships

- Internship at Ashraf Salem Chartered Accounting Bureau 2007
- English language course (2008)
- English language conversation course (2008)
- Microsoft Office (2008)
- AutoCAD (2008)

Skill's

Financial Reporting:

- Preparation of financial statements
- Understanding and application of Generally Accepted Accounting Principles (GAAP)

Financial Analysis:

- Analyzing financial data
- Conducting variance analysis

Account Reconciliation:

- Bank reconciliation
- General ledger reconciliation

Auditing:

- Internal and external audit coordination
- Preparing for and facilitating audits

**Taxation:**

- Tax planning and compliance
- Understanding of tax laws and regulations

ERP Systems:

- Proficiency in Enterprise Resource Planning (ERP) software

Management Accounting:

- Performance measurement
- Strategic financial management

Risk Management:

- Identifying and mitigating financial risks
- Internal control implementation

Microsoft Excel:

- Advanced Excel skills for data analysis and reporting

Communication Skills:

- Clear and effective communication of financial information to non-financial stakeholders

Compliance:

- Ensuring compliance with financial regulations and policies

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