

## **Mahmoud Belal Abd Elazeem Ahmed**

Giza, Egypt

01063819219

[Mr.mahmoudbelal@gmail.com](mailto:Mr.mahmoudbelal@gmail.com)

[www.linkedin.com/in/accountant-mahmoud](http://www.linkedin.com/in/accountant-mahmoud)

<https://wuzzuf.net/profile>

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### **Career Objective:**

Find an opportunity to take advantage of my skills and contribute eager to learn and start my career.

### **Educational Background:**

May 2021 Bachelor's degree at Faculty of commerce, Al-Azhar University – Major: Accounting Grade: Good.

### **Work Experience:**

✚ **Junior general accountant at baron for import and export (from Aug.2021 TO oct.2021)**

- Recording and following up the daily movement of the company.
- Follow up on customers and suppliers accounts.
- Recording revenues and expenses to make monthly reports for clarification.

✚ **Online marketer of shoes products ( from July 2019. To Dec. 2020)**

- Search engine marketing.
- Social media marketing.
- Communicate with clients and respond to inquiries.

✚ **Data entry Data Entry Freelance (from Aug 2019. To Dec 2019)**

- Recording data in Word documents.
- Recording data in excel sheets.
- create tables and equations in excel sheets.

### **Internship Experience:**

- Summer training in accounting, auditing, costs and inventory at **Middle Egypt Electricity Distribution Company. (From July. 2021 To Aug.2021**
- Summer Online training in Global banking& Markets Virtual Experience Programme at **HSPC Bank . (Aug 2021)**
- Summer online training in **Banque Misr . ( Jun 2021)**
- Summer training in Treasury and Credit administration at **Agricultural Bank of Egypt. (From Aug. 2019 To sep.2019).**

### **Extracurricular Activities:**

- HR member at Life Makers, Al-Azhar University.

### **Extra Courses:**

- Soft Skill Course (May2021)
- HR Course (From Mar. 2021 To May.2021)
- Marketing Course ( From Dec.2020 To Jan 2021)
- ICDL course -Al Azhar university (From Aug.2019 To Oct. 2019)

### **Skills:**

#### **Personal Skills:**

- Fast learner, hard worker and pro-active.
- Patience, self-confidence, enduring difficult tasks and finding solutions to problems.
- Ability to work with tight deadlines in a fast-paced.

#### **Business skills:**

- Excellent of Microsoft Office applications (Excel, PPT, Word).
- Recording in the general journal.
- Posting to the general ledger.
- Posting to trail balance.
- Prepare and interpret financial statements.
- Preparing financial reports for, service, commercial, and industrial establishments.

#### **Language Skills:**

- Intermediate of English language, both written and spoken.

#### **Interests:**

- Marketing.
- Economy news.

#### **Personal Information:**

**Date of Birth:** 4<sup>th</sup> sep1999

**Gender:** Male

**Marital Status:** Single

**Nationality:** Egyptian

**Military Status:** Exempted

**Last Resume Update:**3<sup>th</sup> January2022