

Mahmoud Ramadan Ahmed

Contact Information

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objective

Continuous development that makes me able to complete the required tasks accurately and to the fullest and reach the best results in the shortest possible time while maintaining accuracy and perfection

objective

- **Degree** : Faculty of commerce Helwan University
- **Graduation year** : 2020
- **Major** : Accounting Department
- **Grade**: very good

Experiences

Junior accountant at Expertise House's office for engineering consulting from Feb2022to present

Responsibilities:

- Issuance of receipt and payment voucher .
- recording the accounting transaction in the journal and posting them to the ledger.
- Preparing an account statement for customers and suppliers
- Preparing the accounting cycle.

Training and Courses:

- Trained at Banque Misr (online) from September 2020 to October 2020
- English course at (Harvest)from September 2018 April 2019

Languages

- Arabic – mother tongue
- English (reading & writing) – very good
- English (listening & speaking) – good

Personal skills

- **Computer skills** (Windows & Microsoft & Word & Excel & Power point)
- Communication skills
- Ability work both with team and individually
- Leadership and management skills

Last Resume
Update:20-4-2022