

Mahmoud Eid Khudair
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Objective statement:

Highly qualified Junior accountant with fair experience. Enjoy creative problem solving and getting exposure to multiple projects. A young and gifted individual with strong competence in applying various accounting packages and Office Suite, in addition to profound communication skills and the ability to give attention to detail, and I would excel in the collaborative environment on which your company prides itself.

Education:

Bachelor of Commerce, Al-Azhar University. (2015 – 2019)

Major: Accounting.

Grade: Very good with honors.

Work Experience:

- **Internal Auditor at Kabbani Furniture. (September 2021-present)**
 - Reviewing all internal documents (contracts, issuance voucher, payment order, etc.) to ensure that all documents are free from any tampering or errors.
 - Making regular and periodic reviews of the different activities and submit reports of the results and recommendations to the senior management.
 - Prevent fraud and errors, detect them if they occur, and work to solve them.
 - Ensuring that the information submitted to the management is accurate and sufficient and such information is based on right and proper documents.
- **Treasury accountant at Dine Right for manage restaurants. (January 2021-August 2021)**
 - Treasury supervision: make all reconcile entries of treasury transaction (cash in and cash out) with accounting allocation and auditing documents with daily and monthly closing reporting.
 - Follow up and tracking custody accounts and make all reconciliation.
- **Trainee at Bank Misr (August 2018-September 2018)**

Receiving the customers of the bank and answer their questions and direct them to the right department they need. Furthermore, if any customer has a problem, I was trying to handle it.
- **Trainee at Faisal Islamic Bank. (July 2018-August 2018)**

Explaining the kinds of accounts of the bank to the customers and the advantages of each one. Once opening an account for the first time, I collect the required data and documents from the customers.

Key Courses:

- Principals of banks by the EBI (Egyptian Banking Institute). July 2019
- Studied English language at AUC (American University in Cairo). Sep 2017-May 2019
- Successfully completed a certification in soft skills certified by Microsoft and Ministry of youth. February 2019
- Speak English Professionally: In Person, Online & On the Phone from Georgia Institute of Technology by Coursera. March 2018
- Excel skills for business from Macquarie University by Coursera. February 2018

Volunteering:

- **Event organizer at Total Africa Cup of Nation 2019.**
Checking the tickets and fan IDs of the fan and direct them to their right class.
- **Event organizer at Cairo International Exhibition for Book 2017.**
Receiving the visitors of the exhibition, asking them about kinds of books they want and directing them to the right publishing houses of the books.

Skills:

1) Personal skills:

- Communication skills.
- Time management skills.

2) Language skills:

- Arabic: Mother tongue.
- English: Advanced in writing and speaking.

3) Computer skills:

- Very good in using Microsoft office (Word, Power point and Excel).