



MAHMOUD ALI MAHMOUD Afifi

ACCOUNTS MANAGER

CONTACTS



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 mahmoudafifi23@gmail.com

 +201009104845

PERSONAL INFO

- Birthdate: February 1985
- Egyptian nationality
- Military Services: Final Exemption

EDUCATION

Holds a Bachelor's degree of Accounting
Alexandria University - 2005.

LANGUAGES

- Arabic: mother tongue
- English: good

ABOUT ME

Currently I'm an General accountant ,with more than 15 years of professional experience, started my career as an accountant and got promoted many times through, which finally gained my a huge detailed knowledge about this job as I did it all myself, worked in Egyptian and Saudi Arabian markets for along time both, so I know well how each of them work and I could provide excellent work performance at each of them, regarding academic aspect I have a bachelor's degree of accounting, in addition studying The "CMA" certificate, boosted with Several of courses and certificate of "professional Financial Accountant" from The central Agency for Organization & Administration. and others to provide best possible work quality.

WORK EXPERIENCE

✦ Accounts Manager

Bab Al-Farouq Factory for Food Industries, Hafr Al-Batin, Kingdom of Saudi Arabia, From May 2018 to March 2022.

✦ Accountant

Office of "Mr. Ahmed Mohamed Soliman" for Accounting and Auditing, From April 2016 to March 2018.

✦ Accounts Manager

"Alternative" company for import and export & Trade. From April 2011 to January 2016.

✦ Accountant

"Total Logistics" Co. for shipping from April 2007 to March 2011.

✦ Accountant

"Global Fright" for shipping from July 2006 to March 2007.

✦ Accountant

"Abdul Salam Malik" accounting and auditing office From June 2005 until June 2006.

TRAINING COURSES

- **Certified Management Accountant CMA certificate**
From the EAAC Training Center.
- **Professional Financial Accountant**
The Central Agency for Organization & Administration related to Ministry of Trade.
- **Several English language courses**
from Northern Command Languages Institute, (12 levels out of 12) & Conversation Courses.
- **Computer Driving Skills Course (ICDL)**
from the Northern Military Region Command in Alexandria.
- **Export, Shipping and Loading of Course**
from the center of Foreign Trade at Ministry of Trade.

MAIN DUTIES AS ACCOUNTS MANAGER

- Managing and supervising the day-to-day operations and tasks that take place within the company's accounting department
- Accounting data analysis and financial reporting
- Organizing and preparing annual inventories
- Implement and apply appropriate accounting methods, principles and policies
- Develop and apply new systems in accounting to collect and analyze information and write reports on it
- Work directly with employees in the finance department and the financial manager
- Closing accounts every month and every year
- Preparing and reviewing payment and receipt vouchers
- Calculate the cash income earned by the company
- Preparation of the general ledger or general ledger
- Supervising the process of paying salaries and all payments and expenses
- Prepare and manage budgets
- Make forecasts and monetary forecasts
- Analyze the differences and differences between revenues and expenses
- Make reconciliations between capital assets
- Reconciliation of the computational data
- Coordination of annual audits
- Make suggestions
- Improving the financial accounting systems and procedures used in the company
- Identify projects and assign team members to work on them in the best way to achieve goals
- Achieving financial accounting goals
- Create and maintain financial files and records to document all transactions and movements made
- Plan, implement and oversee the company's overall accounting strategies
- Recruitment of new employees in the accounting and finance department
- Recruitment of new employees in the accounting and finance department
- Comprehensive and orderly recording of financial and economic operations
- Tabulate, record, post, summarize as well as write, organize, arrange and present financial transactions in a way that allows users to understand them
- Preparing periodic reports containing income statements and analysis of debts and cash flow
- Determine the expected future financial resources and expenditures
- Communicate with relevant persons by phone and e-mail

PERSONAL AND PROFESSIONAL SKILLS

- Advanced skills in the use of computers and most accounting software
- Advanced skills in the use of MS Office, accounting software and databases
- The ability to manage and process large amounts of data
- Theoretical and practical knowledge of accounting principles
- Accuracy and meticulous attention to small details
- Excellent management, direction and supervision skills
- The ability to multi-task at the same time
- Good critical thinking skills
- solving problems
- Analysis skills
- Professional reporting skills
- A good participant in the work team and the ability to form a successful work team
- Very good time management skills
- communication skills
- Good level in mathematics and statistics
- sense of responsibility
- Honesty, sincerity and honesty
- Ability to work under pressure and meet deadlines.

Thanks and Best Regards

Looking forward to have an interview to discuss more about
me and the job.



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ARAB REPUBLIC OF EGYPT

ALEXANDRIA UNIVERSITY
GRADUATION CERTIFICATE

0131586

Faculty of Commerce

This is to certify that

MAHMOUD ALI MAHMOUD HASSAN AFIFI

Born on 05/02/1985 in Governorate Alexandria

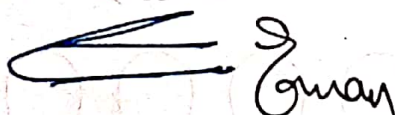
Has obtained the degree of

B.COM(ACCOUNTING)

With the general grade Pass in November 2005

*This certificate is issued at the candidate's
request to be presented to whom it may concern.*

Date, 21/09/2021

Officer


Registrar

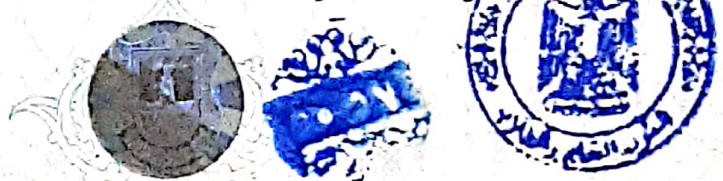
Mrs. Hanan Elsenbawy

Dean

Prof. Dr. Elsayed Elsiefy



MAHMOUD ALI MAHMOUD HASSAN AFIFI
3/2/2018



Bab Al Farouq Factory For Industry

Hafr Al-Batin C.R. 2511025855

Phone: Fax / 009660137228111

مصنع باب الفاروق للصناعة

حفر الباطن س. ت ٢٥١١٠٢٥٨٥٥

تليفون : فاكس / ٠٠٩٦٦٠١٣٧٢٢٨١١١

شهادة خبرة

يشهد مصنع باب الفاروق للصناعات الغذائية-حفر الباطن-المملكة العربية السعودية بأن السيد / محمود علي محمود حسن عفيفي. الجنسية مصري. هوية مقيم رقم 2456629498 جواز سفر رقم A22340622 كان يعمل لدينا بوظيفته مدير مالي و إداري عن الفترة من مايو 2018/05 الى مارس 2022/03 وتشهد له الشركة أنه خلال هذه الفترة عرف المذكور بجديته في العمل وحرصه على تقديم الافضل إضافة الى أخلاقه المثالية وعلاقته الطيبة بزملائه.

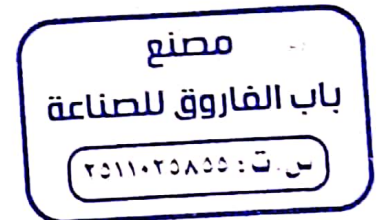
وهذه شهادة منا بذلك.

وقد اعطيت له هذه الشهادة بناءً على طلبه دون أدنى مسؤوليه.

التوقيع



الختم





Ahmed Mohamed Soliman

Chartered Accountant

To whom it may concern

This is to certify that Mr/s: Mahmoud Ali Mahmoud Hassan Afifi Who Has National ID Number: 28502050202713 as an accountant in our office from 1/4/2016 to 31/3/2018 with our entire satisfaction During His working period we found him A sincere.honest hardworking, dedicated employee with professional attitude and very good job knowledge He is amiable in nature and character is well .We have no objection to allow him in any better position and have no liabilities in our company. We wish him every success in life.

Date: 31/3/2018


Ahmed Mohamed Soliman

ID Accountant & Auditors (22947)

Charetered Accountant

Assets Accountant Office

3ش مراد النقر الحيزه محمول: 201224646223-201005630633

3 Morad Street-El Doki-Giza

E-Mail: Soliman1974as@gmail.com

Experience Certificate

To Whom It May Concern

This is to certify that Mahmoud Ali Mahmoud Hassan was working with Alternative For Import & Export as Accountant Manager from 1/4/2011 to 31/1/2017.

he is sincere, honest, hardworking, dedicated employee with a professional attitude and very good job knowledge.

We wish his all the success in his future.

General Manager





Egyptian Science House

Certify that

Mahmoud Ali Mahmoud Hassan Afifi

Has successfully completed the training course of

Professional Financial Accountant

(PFA)

With <Excellent> Estimate

Issued Between : 1-6-2022 & 20-8-2022

SIGNATURE

Dr/ Mohamed Mahmoud





CERTIFICATE

The Central Agency for Organization & Administration Certifies That:

Mr/s. Mahmoud Ali Mahmoud Hassan Afifi has completed the certified Course in PFA (Professional Financial Accountant) Program in a training period (50) Fifty Contact Hours Thirty Contact Hours, and her/ his Grade is (Excellent), in the period from 1/6/2022 to 20/8/2022.

This certificate from us so,,

