

# Mahmoud Fathy Ahmed Ali Badr

Kafr Al-Dawar, Al Buhaira, Egypt

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## **CAREER OBJECTIVE:**

-seeking for a job opportunity that can give me different kind of new experience, seeking for a working environment for me to develop my working experience and my personality skills.

## **EDUCATION:**

-Bachelor of commerce – English section, Damanhur university.

-Major: Accounting.

-Grade: very good.

-Graduation year: 2019.

## **Work Experience:**

- Accountant at Dream-pharma company. Oct 2021: Sep 2022

## **Traning and Courses:**

- Qualified Accountant Diploma (EAAC Academy) from 1-2-2021 to 20-5-2021
  - Accounting Cycle (identify Transactions, recording in general journal, posting to General ledger, Calculate Unadjusted Trial Balance, Make Adjusting entries, prepare Adjusting Trial Balance, prepare Financial Statements, Make Closing Entries.
- Accounting Diploma. (ministry of defense information system department computer studies institute ) from 14-7-2018 to 5-9-2018 .
  - How to use the commercial excel, how to prepare reports professionally, and how to properly arrange information to access it at any time and without effort.
  - How to use QuickBooks, an integrated accounting system, from recording to budget, it is designed to manage accounts, inventory, sales, purchases, taxes, wags and all company's needs.
  - How to use Sage50 (Peachtree), which can save you valuable time as well as save you effort, money and organize and structure your company's accounting tasks.
- Training for Employment, Egyptian Banking Institute (EBI) From 19-1-2018 To 15-2-2018
  - Bank Account and Deposits.
  - Basic Communication Skills.
  - Basic Marketing Skills.
  - Teamwork Concepts.

## **ADDITIONAL SKILLS:**

### **Personal Skills:**

- Ability to work professionally multi-task in a fast-paced environment.
- Self-motivate, Hard worker and fast learner.
- Great Organization, Communication skills.
- Attention to detail
- Handling payroll.
- Data analysis.
- V. Good typing speed.

### **Software skills:**

- Microsoft office Suit.
- Efficiency in using internet
- Accounting Excel.
- Quick Books course.
- Sage50

### **Language skills:**

- **Arabic:** Mother language.
- **English:** Very good.

### **Personal information:**

- **Date of birth:** June/20/1997
- **Marital status:** Single
- **Nationality:** Egyptian.
- **Military service:** completed.