

# Mohamed Mahmoud

Accountant

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Dynamic and results-driven accountant with extensive experience at Notions Group, excelling in financial analysis and documentation. Proven expertise in advanced Excel and strong communication skills, ensuring accurate reporting and effective collaboration. Recognized for enhancing audit processes and optimizing cash flow management, contributing to organizational success.



## Skills

- IFRS (International Financial Reporting Standards) – In Progress (Since May 2025)  
Computer: Microsoft Office (Excellent), Advanced Excel (Excellent)
- Languages: Arabic (Native), English (Very Good)
- Soft Skills: Communication, Negotiation, Critical Thinking, Problem Solving, Time Management, Teamwork



## Work History

2023-12 -  
Current

### Purchasing & Supplier Accountant

Notions Group, Jedah

- Prepared and analyzed financial entries and reports.
- Ensured accurate documentation and reconciliation of transactions.
- Audited documents and maintained accounting policies.
- Supported internal/external audits and close processes.
- Communicated with clients and team members.

2022-04 -  
2023-11

### Purchasing & Supplier Accountant

Edico Wood Industries Factory, Cairo

- Verified purchase cycles and monitored supplier balances.
- Managed quotations, goods receipts, and payments.
- Reported supplier balances and organized payment schedules.

2021-05 -  
2022-03

## **Treasury Accountant**

Arafa for Import and Export, Cairo

- Managed daily cash flow and treasury controls.
- Performed bank reconciliations and tracked transactions.
- Posted transactions to GL and supported balance sheet processes.



## **Education**

2020-07

## **Bachelor Of Commerce : Accounting & Finance**

University of Sadat City - Egypt