



Mahmoud Nabil Elboghday

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Contact Number: 057 2271524

Location: Jeddah, Saudi Arabia

DOB: 29/09/1996

Career objective:

Seeking a challenging career with a progressive organization that provides an opportunity to capitalize my skills and improve my capabilities in the field of accounting and administration, and gain many different experiences, finally I hope to be influential in society...

Education:

BA of commerce Accounting Department Mansoura University - Graduation year: 2018

Work History:

Accountant

Majesty for Properties LLC Fujairah, UAE (part time) (OCT 2022 – JAN 2024)

- Creation detailed business plans designed.
- Handling day-to-day accounting
- Preparing invoices and following up for pending payments
- Maintain records of vouchers, invoices, payments, etc.
- Handling all banking related works
- Negotiate agreements and keep records of sales and data.
- Solve problems for clients by understanding and exceeding their expectations.
- Making payments through various modes cash, cheques, etc. and keeping track of them.
- Preparing profit and loss statements
- Handling and filling GST
- Communicating with clients and vendors through phone calls or email
- Illustrate the value of services to create growth opportunities; compile and analyse data to identify trends.
- Research and assist with program development for existing clients and new prospects.
- Finalizing accounts, assisting in audits, maintaining account of fixed assets, and conducting all other accounting activities
- Maintain a database of clients, prospects, partners, and vendors.
- Handling petty cash
- working with the management on yearly budgets and expenses
- developing internal processes and filing systems
- Ensuring compliance with accounting and tax laws

Accountant Executive

Majesty for general construction and transport Fujairah, UAE (SEP 2019 – JAN 2024)

- Creation detailed business plans designed.
- Handling day-to-day accounting
- Preparing invoices and following up for pending payments
- Maintain records of vouchers, invoices, payments, etc
- Handling all banking related works
- Negotiate agreements and keep records of sales and data.
- Solve problems for clients by understanding and exceeding their expectations.
- Making payments through various modes cash, cheques, etc. and keeping track of them.
- Preparing profit and loss statements
- Handling and filling GST
- Communicating with clients and vendors through phone calls or email
- Illustrate the value of services to create growth opportunities; compile and analyse data to identify trends.
- Research and assist with program development for existing clients and new prospects.
- Finalizing accounts, assisting in audits, maintaining account of fixed assets, and conducting all other accounting activities
- Maintain a database of clients, prospects, partners, and vendors.
- Handling petty cash
- working with the management on yearly budgets and expenses
- developing internal processes and filing systems
- Ensuring compliance with accounting and tax laws

Assistant Accountant

Havana café and restaurant – Egypt (JAN 2019 – JUL 2019)

- Monitoring daily communications and answering any queries.
- Reconciling the shop bank statements and bookkeeping ledgers.
- Completing analysis of the employee expenditures.
- Controlling credit.
- Processing expense requests for the accountant to approve.
- Preparing statutory accounts.
- Working with spreadsheets, sales and purchase ledgers and journals.
- Invoice processing and filing.
- Managing income and expenditure accounts.
- Generating the shop financial reports using income and expenditure data.
- Keeping a check on the company's finances based on financial status.
- Filing and remitting taxes and other financial obligations.
- Initiating and managing financial and accounting software used by the shop.
- Updating and maintaining procedural documentation.

Key Skills:

- The ability to produce accurate financial reports.
- Excellent attention to detail.
- Discretion as there will likely be sensitive information and figures discussed.
- The ability to work to strict time constraints.
- The ability to prioritise work.
- An organised and methodical approach to a task.
- Dealing and adapting to different accounting programs.
- Microsoft Office.

Other Accomplishments:

- ✓ Professional Accountant course from Mansoura University. (19Nov2016-18Mar2017) (MTCC)
- ✓ Professional Accountant course from international center for training accountants. (Jan2017-Jan2018) (ICTA)

Additional Information:**Languages:**

Arabic: Native Language

English: Speaking & Writing Good

Driving License: Egypt, United Arab emirates

Joining Status: Immediately