

**Mahmoud Ramadan Badawy**

**Dammam**

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**Objective:**

Seeking Opportunity as Chief Accountant.

**Education:**

Bachelor of Commerce, Accounting Department, Ain Shams University, May 2005

**Experience: (13 Years)**

- four years as Chief Accountant at Farooj Al Jazeera Est. for Production and sale of poultry from May 2017 until Now

**Description:**

1. Ensures all financial transactions entered
2. Ensures accurate accounting entries of journal entries other than payables and receivables including provisions, journal voucher entries
3. Performs accounts reconciliations to ensure that all general ledgers are accurate and complete
4. accountable for the analysis of major expense items as part of the periodic financial reporting
5. Prepare monthly Reports and Final Financial Statements
6. Preparing and submitting a monthly VAT report
7. Responsible for coordinating and exchanging documents with the External Auditor

- Two year as Chief Accountant at Housam and Bassam Factory for Water systems from April 2015 Until Now

**Description:**

1. Ensures all financial transactions entered
2. Ensures accurate accounting entries of journal entries other than payables and receivables including provisions, journal voucher entries
3. Performs accounts reconciliations to ensure that all general ledgers are accurate and complete
4. Is accountable for the analysis of major expense items as part of the periodic financial reporting
5. Prepare monthly Reports and Final Financial Statements
6. Negotiate with the banks, Contract agreements and exchange /opening letters of credit
7. Official purchase of raw materials and follow-up suppliers
8. Prepare payroll and transfer salaries

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- 6 months of Experience as senior Accountant at Doors Palace Company

**Description:**

1. Prepare Journal Entries
2. Prepare monthly Reports and Final Financial Statements

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- 6 Years of Experience as Accountant at Riyadh Al-Jaafari Press from June 2008 until May 2014

**Description:**

1. Prepare Journal Entries
  2. Prepare monthly Reports and Final Financial Statements
  3. Preparation of quotations
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- Auditor in Kamal Abboud Office from Feb. 2007 until May 2008 (Under Training)
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- 2 Years of Experience as Accountant at Dr. Abdullah Khalil Lab, from Oct. 2005 until Jan 2007

#### **Training Courses:**

- ICDL

#### **Skills:**

- Computer Skills;

1. Windows ( XP , 7 , 10 ) Very Good
2. Microsoft office (Excel, Word) Very Good
3. Computer Maintenance Very Good
4. Accounting Programs ( Al-Amin)

- Language Skills;

1. Mother tongue : Arabic - Excellent
2. The Second language English - Good

- Personal Skills;

1. Ability of Learning and Development of Appropriate Business
2. Ability to Cooperate with Teamwork
3. Working under Pressure
4. Communicate with others efficiently.

**Additional Data:**

- Date of Birth: 29/08/1984
- Marital Status: Married
- Nationality: Egyptian
- Driving License: Valid
- Iqama: Convertible Immediately

**References:**

- References are ready upon request