

# MAHMOUD MOHAMED EL-SHAHAT ISMAEEL

## Summary

**ACCOUNT MANAGER with A bachelor's Degree in Accounting and Business Administration, Registered with SOCPA and More Than Ten Years of Experience in Accounting, Specialized tax Services, File keeping, Administrative and Government Work, As Well As Contractor Classification Files.**

**I SEEK to Develop My Technical And Professional Expertise to Learn and Grow in My New Job and to Be a Good Addition to The Financial Management Department in Your Company.**

## Practical and Professional Skills

- Working an Accounting Software.
- Preparing Daily Accounting Entries and Entering Them into The Accounting Program
- Preparing Monthly Salary Marches and Make Their Own Adjustments.
- Reviewing Bank Accounts (Cash, Checks) and Conducting Bank Settlements Monthly.
- Reviewing and Auditing The Balances of Suppliers and SubContractors and Making Accounting Settlements.
- Periodically Reviewing Warehouses, Making Inventory Settlements.
- Preparing The Final Accounts, Settling The Internal branches, Making The Annual Budget, Submitting it to The Zakat and Income Authority, Following it up, and Having Experience in The Final Connection of The Previous Years of The Zakat and Income Authority.
- Working in All Administrative Affairs Works Such As (Passports- Muqem -Tamm- Labor Office -Chamber of Commerce- Social Insurance- Health Insurance).
- High Accuracy in Arranging Administrative and Accounting Files.
- Working in The File of Establishing Companies and Has Experience in Dealing With The Ministry of Commerce and The Investment Authority in KSA.
- Experience in Dealing With the Zakat Authority (working on Submitting The VAT File Monthly and Submitting Budgets Annually).
- I Have Experience in Providing Tasnef File for Construction Companies.
- Settlement of Internal Branches.

## Experience

- WORK as Account Manager at BO WON LEE CONTRACTING EST. 01/2017 to Present.
- WORK as Accountant at DAR ALMAMAR CONTRACTING EST. 10/2012 to 10/2016.
- WORK as Accountant at FIRST AGENT FOR COCA-COLA DRINK. 08/2010 to 6/2012.

## Education

**A Bachelor's Degree in Accounting and Business Administration  
Department: 2010, Mansoura University**

## Certificates and courses

- English Language ((Test of English as a Foreign Language (TOEFL certificate)): Arab Open University.
- Value Added Tax \_ Workshop (VAT ): Managerial & Financial Training Centre.
- Oracle developer: IT Share center.
- ICDL CERTIFICATE:
- Peachtree Course: Mansoura University.
- Accountants Preparation Course: Mansoura University.
- Communication and Interviewing Skills CERTIFICATE: ITC Academy.



## Contact

**Address:**  
Dammam, KSA

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+966596091204

**Email:**  
Mahmoudezz432@gmail.com

## Personal Data

**Birth Date:**  
August 21, 1989.

**Nationality:**  
Egyptian.

**Marital Status:**  
Married.

**Driving license:**  
Available

## Personal Qualities

- ❖ Communication.
- ❖ Marketing Acumen.
- ❖ Training & Development.
- ❖ New Product Development.
- ❖ Strategic Business Planning.
- ❖ Team Player & Quick Learner.
- ❖ Account/Program Management.
- ❖ Building Beneficial Relationships.
- ❖ Analysis & Information Gathering.

## Languages

**Arabic language :**  
Mother Tongue.

**English language:**  
Very Good.