

PERSONAL INFORMATION	
Name:	Mahmoud Ahmed Mahmoud Abdel Monem
Birth Date/Place	September, 26 th 1998 – Cairo, Egypt
Nationality:	Palestinian
Marital Status:	Single
CONTACT INFORMATION	
E-Mail:	mahmoudymonem@gmail.com / mahmoudymonem@yahoo.com
Mobile:	0597841261 - 0597384187
Home Phone:	08-2855254
Country:	Palestine
Address:	Jaro St. – Tofah– Gaza Strip
PROFESSIONAL EXPERIENCE – From present post	
Organization Name:	Newly graduated
EDUCATION:	
Institution	Al-Azhar university – Gaza
Major	B.A in English Accounting
Completion date	June 2020
SKILLS	
	• Excellent command of Accounting programs; Al-Aseel and Peachtree • Full knowledge on MS office programs; Excel, Word, Access. • Full knowledge on Palestinian VAT reports, Income tax reports, and all tax-related tasks with local tax authorities. • Ability to draft daily reports, financial and non-financial repots and provide detailed feedback if requested. • Perform daily routine activities; record sales invoice, follow-up on unpaid invoices with customers, encash cheques from local banks, Track bank balances, make payments to suppliers on time, etc.
TRAINING / COURSES COMPLETED	
Place and Type of Training	• Al-Aseel Accounting Program; Al-Azhar University • IELTS Preparation Course; OXFORD Training Center

Languages

- Excellent command of English; written and spoken
- Fluent in Arabic – Native language