

# Accountant CV

Mohammed Khaled Abdullah Nassar



## Personal Information

Nationality : Egyptian Phone number : 0564285636  
Date of birth : 22/06/1994 E-mail addresses : M.5aled67.mk@gmail.com  
Marital Status : Single Address : Jeddah - Saudi Arabia

## Education

Bachelor's degree in accounting May 2019  
Faculty of Commerce, AL Azhar University, Egypt

## Experience

Asas Industrial Company 2024 – Until NOW  
Accountant

- Managing treasury revenues and expenses and bank accounts
- Preparing weekly reports for sales representatives and evaluating their performance
- Responsible for the company's customer and supplier accounts
- Recording daily accounting transactions for revenues and expenses in Excel and SMAC

Azzam Nasser AL-sharif Company 2022 \_ 2024  
Accountant

- Managing treasury revenues and expenses
- Managing bank accounts
- Responsible for the company's client accounts
- Recording daily revenue and expense transactions in Excel and SMAC

• Amjad Al-Ataa Company CO. 2019 \_ 2022  
Accountant

- Managing treasury revenues and expenses
- Dealing with customer accounts
- Recording daily transactions in Excel and Samaak

## Training

Three months training at -- (Trust foundation for accounting, auditing and training) Jul – Sep 2017  
Trainee – Customer Service department  
training on recording bills (expenses, purchases, sales, ..... ).

## Courses

International Development- Supported by the British Embassy in Cairo  
Faculty of Economics And political science Cairo University- Cairo

Financial accounting, cost accounting and tax accounting in RISING STAR  
FINANCIAL SERVICES

## Skills

### Languages Skills

- Arabic : Native
- English : Intermediate level

### Computer Skills

- MS. Office : Proficiency Using Excel in preparing Main Reports by Functions & Formats, Such as : Conditioning If, SumIf, SumIfS, VLookup & HLookup,,, etc
- Windows : Proficiency Using Accounting Software Like orexsoft, Accflex & Ability to work in any Integrated ERP Data Base.

Proficiency Using Computer, Microsoft Office & other software, & also a little Maintenance of Software & Hardware Proficiency Using Internet (SmarterMail) & (Outlook) Speed data entry.

### Personal Skills

- Proficient in using Microsoft Office formulas (especially Excel) to manage data analysis and financial reporting tasks efficiently.
  - Punctual Well Communicate Able to handle multiple tasks on a daily basis
  - Skilled in preparing detailed weekly and monthly performance reports to support strategic decision-making and team evaluations.
  - Eager to learn new skills Creative and Learning Lover
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