

CURRICULUM VITAE

PERSONAL INFORMATION

Full Name : Ahmed Mahmoud Ahmed El Bagoury
Nationality : Egyptian
Age : 27
Contact No. : 0581546022
Visa Status : Visit Visa
Address : Dubai , UAE
E-mail : Ahmedelbagoury32@gmail.com



EDUCATION:

- **Bachelor of Commerce major in Accounting**
- **Degree: Bachelor Degree 2019**

LANGUAGE:

Arabic : Native language
English : Very good (Reading, Writing and speaking)

SKILLS:

- Proficient in Microsoft Office Applications (e.g. Excel, Word, PowerPoint).
- Flexibility to perform various tasks, and time management.
- I have a strong ability to develop myself and motivate others to achieve targets.
- Enthusiastic, ability to cope with work under pressure and capable to lead.

ACCOUNTING SKILLS:

- Manual Accounting Session, International Center for the training of accountant.
- Course in Bookkeeping, Arab Academy for Science, Technology & Maritime Transport.
- Peachtree session international center for training of accountants.
- Excel Accounting session, International center for the training of accountant.
- Microsoft Accounting 2009 session, International center for the training accountants.
- Course in E-Accounting.
- Course in Value Added Tax “VAT”
- Overall rating in accounting: Very Good.

Work Experience:

Carribbean World Resort (Egypt)

October 2019 to Dec 2020 - Junior Accountant

- Maintaining accounts receivable, document bills and supporting documentation
- Maintaining accounts payable, ensure timely payment of invoices, confirming validity of the debt and gathering appropriate signatures
- Updating financial records via accounting software

Alamal Real Estate Marketing Company (Egypt)

Jan 2021 to July 2023 - Accountant

- Manage all accounting transactions.
- Bookkeeping for invoices and payable in excel.
- Reconcile Accounts Payable with clients and related accounts.
- Audit financial transactions and documents.
- Ensure timely bank payments.

I hereby declare that the information provided is true and correct.

Sincerely,
Ahmed