



- CURRICULUM VITAE -

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OBJECTIVE

- To obtain a challenging position in the Audit & Accounting field where my experience and education background can be utilized. I am also seeking an opportunity with continual growth and increased responsibility.

SUMMARY OF QUALIFICATIONS

- Solid background in Accounting management
- Strong technical competency in Microsoft Office applications
- Experience working in a accounting Firm
- Excellent verbal and written communication skills
- Works well independently or as part of a team
- Adapts quickly to new concepts
- Excellent spoken, written,talking and listening Arabic and English

WORK EXPERIENCE

In Egypt:

FROM 01-07-2009 TO 01-11-2010

- Accountant office as junior accountant

FROM 20-11-2 010 UNTIL NOW

- Ministry of higher education (Higher institute of social work in Damanhur) as accountant .
- Senior accountant .
- Head of financial management department .

CERTIFICATE OF PROFESSIONAL DEVELOPMENT:

- Prepare to CMA (Certified Management Accounting) – USA
- Income-tax Course from ministry of finance (tax authority).
- IcdI certificate.

EDUCATION

- University of Tanta 2009– faculty of English commerce- accounting department

RESPONSIBILITIES:

- Obtain and maintain a thorough understanding of the financial reporting and general ledger structure.
- Ensure an accurate and timely monthly, quarterly and year end close.
- Ensure the timely reporting of all monthly financial information.
- Assist the CFO in the daily banking requirements.
- Ensure the accurate and timely processing of positive pay transactions.
- Ensure the monthly and quarterly Bank Compliance activities are performed in a timely and accurate manner.
- Supports budget and forecasting activities.
- Collaborates with the other finance department managers to support overall department goals and objectives.
- Monitors and analyzes department work to develop more efficient procedures and use of resources while maintaining a high level of accuracy.
- Advises staff regarding the handling of non-routine reporting transactions.
- Responds to inquiries from the CFO, and other finance and firm wide managers regarding financial results, special reporting requests and the like.
- Work with the CFO to ensure a clean and timely year end audit.
- Supervise the general ledger group to ensure all financial reporting deadlines are met.
- Assist in development and implementation of new procedures and features to enhance the workflow of the department.
- Provide training to new and existing staff as needed.
- Handle personnel issues relating to staff conflicts, absenteeism, performance issues, etc.
- Work with each direct report to establish goals and objectives for each year and monitor and advice on the progress to enhance the professional development of staff.
- Support CFO with special projects and workflow process improvements

I am in the process of seeking employment and a positive reference from You would enhance my prospects of achieving my career goals. If you are Able to attest to my qualifications for employment and the skills I attained, I would sincerely appreciate it.
Please let me know if there is any information I can provide regarding my experience to assist you in giving me a recommendation.

THANKS AND BEST REGARD.....
