

# Mohamed Elsayed lashen

## Junior Accountant

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### Objective

A fresh accountant graduate with strong understanding of accounting principles and sufficient knowledge across various branches of accounting studied at university, Motivated to apply what I learned from academic studies in the job market. I aspire to continue learning for the development of my professional journey. Eager to enhance my skills and knowledge for personal and career growth.

### Education

- Bachelors in accounting, Faculty of Commerce.
- Banha University (May,2024).

### Work Experience.

- **Training and working at Mona El-behairy Accounting Office** (NOV 2022:NOV 2024)

#### **JOB RESPONSIBILITIES:**

- Processing invoices
- Preparing zero reports
- Preparing value-added tax (VAT) reports
- Confirmation of employment gain
- Handling new and voluntary registration requests
- Income declarations for natural and legal persons

### Skills

- **Computer skills:**

- MOS (word / Excel / Outlook)
- Familiarity with point-of-sale (POS) systems and accounting software.

- **Soft skills:**

- Communication skills
- ability to learn.
- Time Management
- Leadership skills
- Ability to work under pressure

### Languages

- Arabic: Native Language
- English: Good