

Mahmoud Esmat Tawfik

Accountant | Sales Representative

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Career Objective

Detail-oriented accounting professional and sales representative with strong experience in preparing journal entries, managing financial statements, maintaining accurate financial records, and driving client-focused sales strategies. Skilled in ensuring compliance with accounting standards, reconciling accounts, streamlining financial processes, and building lasting customer relationships. Committed to delivering precise and timely financial reporting while promoting business growth and supporting sound decision-making through both financial insight and effective sales execution.

Education

- **Accounting** 2018
Faculty of English Commerce, Accounting Department, Menoufia University, Egypt
Grade: Accepted

Work Experiences

Sales Representative | Juhayna Food Industries Apr 2021 to Dec 2024

- Identifying potential customers through various methods like cold calling, networking, or referrals.
- Developing a deep understanding of the company's products or services to effectively communicate their benefits.
- Delivering compelling presentations to showcase products and services to potential clients.
- Negotiating contracts, pricing, and terms of sale with customers.
- Building and maintaining strong relationships with existing clients to foster loyalty and repeat business.
- Addressing customer inquiries, resolving complaints, and providing after-sales support.
- Utilizing Customer Relationship Management (CRM) systems to track leads, manage accounts, and analyze sales data.

Accountant | Mahmoud Mohamed Accounting Office Sep 2019 to Sep 2020

- Preparing the journal entries in the company.
- Preparing financial reports and analyzing financial statements.
- Collecting and analyzing financial and accounting data.
- Using Excel in preparing American journals and accounting cycle.
- Good knowledge in recording journal entries and accounting cycle for "Contracting, Factories, Hospitals and NGOs".
- Handling taxes and recording its journal entries.

Data Entry | Shadipack Paper Packaging Company Jun 2018 to Jun 2019

- Communicating with team members or other departments to clarify data requirements or resolve data discrepancies.
- Transcribing information from paper documents, files, or other sources into digital formats.
- Communicating with team members or other departments to clarify data requirements or resolve data discrepancies.
- Proficiency in using computers, data entry software, and other office equipment is essential.
- Assisting with generating reports from data as needed, often by extracting and summarizing information from databases or spreadsheets.

Key Skills

- Data Analysis.
- Advanced Excel (Power Query, Power Pivot, Pivot Tables, VLOOKUP, HLOOKUP, Conditional Formatting, Functions, etc.)
- Customer Support.
- Market Research.
- Negotiation Skills.
- Analytical Thinking.
- Data Processing & Validation.
- Effective Communication.
- Time Management & Task Prioritization.
- Problem-Solving & Critical Thinking.
- Team Collaboration.
- Process Analysis & Organization.
- Attention to Detail.
- Documentation & Reporting.
- Leadership.

Courses

- ICDL Course
- Professional Financial Accountant
- Advanced Accounting Excel
- Training for Employment – CBE (Central Bank of Egypt)
- Electronic Accounting

Personal Information's

- Military Status: Completed
- Marital Status: Single
- Nationality: Egyptian
- **Have Driving License**

Languages

- Arabic: Native (Mother Tongue)
- English: Very Good