COVER LITER

Name: Mohamed El-amir Abdel-Rahman \*

Address: Dragil the status of shohada El-menoufia\*

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 \*E-Mail: Mohamedamir100@gmail.com

Date: / 4 / 2016\*

Mr. / Director of Human Resources Management.

 Greetings…peace, merce and blessings of god.

- I have the honor to convey to your Excellency for the job available to you based on your advertisement.

- And show to you in a summary manner what I possess the skills qualify me for this job and what I can present to your company.

 \*The ability to use modern accounting methods and knowledge of global accounting systems

\*The ability to use number of electronic software.

 \*The ability to deal with the accounting records and tax returns.

 \*Efficiency in the use of computer.

 \*Fluency in English reading and writing as well as learn (French and Italian).

 \*The ability to plan for the short and long term for the institution.

 \*The ability to analyze and solve the problems facing the company.

 \*Ability to work in a team and to reach the planned goals.

 \*The ability to communicate under difficult circumstances and the pressures of work.

 \*Speed of learning and coping with the system and the movement of workflow within the company.

- This is briefly what I possess skills in addition to the dedication and devotion to work.

-It is an honor for me to get this job and became part of a team working with your esteemed company.

- Will communicate with you to get to know the latest developments.

 \* Thank you ….

 -With future and a multitude altfder respect.

Introduction to You / Mohamed El\_amir Abdulrahman. -

 **C.v**

.-Name: **Mohamed El-amir Abdel-Rahman Mreca**

**-Address: Dragil the status of El-shohada El-menoufia-Egypt.**

**-Tele. No: +201003977432 / +201285635158.**

**-E-Mail:** ***Mohamedamir100@gmail.com*****.**

-Experience: \*accountant reyom group Company from September 2015 until now.

 \*Accountant Foundation rabiah for Trading Contracting

 **(Saudi Arabia - Qassim - Buraidah)** From June 2013 to august 2015.

 \* accountant office. prof/ sheriff Hossam Elden

 (accounting and auditing).

-Qualification: **\*Bachelor of commerce menoufia university**

  **(accounting division). good estimate //. (may2012*)***

-Courses and certified: -

\*Two years of experience certificate from rabiah Trading& Contracting in Saudi Arabia.

\*Holds a diploma preliminary...American Fellowship Accountants. CMA

 (Financial accounting-cost accounting-budgets) Arabic and English

\*Experience certificate of accounting office for a period Of 6 months.

 (from 15/3/2012 to 15/5/2013)

\*Holds certificate Electronic accounting. (Excel-Peachtree)

\*Holds certificate of ICDL.

\* Has the course of English. (Reading – writing – SPEAKING) GOOD.

\*Holds an Italian language course. (Reading – writing – SPEAKING) Average

\*Holds a planning cycle (how to plan for your life and for your organization).

\*Holds a cycle of effective communication skills and patterns of characters.

\*Human development course (how to develop yourself).

\*Human development course (mental map) and widening The horizon of thinking.

-Certification: -

 \*Certificate of appreciation Ideal student for the academic your 2011/2012.

 \*Certificate of appreciation Idealism at the level of university.

 \*Certificate of appreciation to participate in cultural activities.

-Date of birth: 13/6/1990.

-Nationality: Egyptian. –Marital status: Single.