

**mahmoud hussein ahmed abdelkhalek**

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| **10 elnasr st , Tanta, El-Gharbia, Arab republic of Egypt** |
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| **Objective** |
|  |  **S seeking a challenging position in it department ( ERB System) , that enables me to utilize my computer, communication and language skills , fulfills my personal ambitious, enhances my knowledge, and allow me to satisfy my future targets.**  |
| **Education** |
|  | **B.Sc. of commerce, Faculty of commerce, Accounting Department, Tanta University, july 2009.****Overall grades: Fair (62%)** |
| **Personal Information** |
|  | 1. **Date of birth: 16th April, 1988.**
2. **Nationality: Egyptian.**
3. **Marital status: Married.**
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| **Work experience** |
|  | * **Fresh oracle financial consultant**
* **Accountant at the General Company for Land Reclamation Development and Reconstruction (Jun, 2010 – Dec,2010)**
* **Accountant at ibrahim khalifa conracting company (Jan, 2011 \_ Until now)**
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| **Awards and special courses** |
|  | * **Oracle R12 Financial In Next Academy Partner Of Oracle**

**( Essentials - GL – AP – AR – Assets – Tax – Cash )** * **ICDL Course (International Computer Driving License), (Microsoft Word, PowerPoint, Excel, Access, IT, Net and Windows).**
* **YAT Professional Diploma In Accounting (YPDA ). (96 hours Education)**

**Course Included ( Windows – Internet - Advanced Excel - Access Core - Peachtree Quantum 2010 - Accounting Auditing - Accounting with Computer - Macro Techniques )*** **PFAC ( professional Financial Accountant Certified ) From Ain shams Unversity**

**Including :- (Financial Accounting -Cost Accounting- Financial analysis)*** **English Conversation Intermediate Certificate From Cambridge Training College Britain**
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| **Contact information** |
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| **Personal skills** |
|  | * **Self-motivation.**
* **Ambitious.**
* **Creative & Analytical thinking.**
* **Excellent geographic orientation.**
* **Team work orientation.**
* **Working under stress.**
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| **Accreditations and licenses** |
|  | **Driving license: Valid and clear.****Military service: Exempted.** |
| **Languages** |
|  | **Arabic: Mother Tongue****English: good (spoken/written)** |
| **computer skiils** |
|  | * **Microsoft office.**
* **Very Good experience in Small business accounting and office accounting.**
* **Very good user of Peachtree.**
* **Very good user of Simply Accounting.**
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