**Curriculum Vitae**

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**Objective:**

Seeking a challenging position in a well established corporation, where by my academic studies in Accounting could be utilized and developed to gain experience which aid in establishing a career.

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**Educational Qualifications:**

2011, BA in Accounting, Faculty of Commerce, Benha University

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**Personal Data:**

Date of birth: 1st of April 1990

Gender: Male

Nationality: Egyptian

Marital status: Married

Military service: Exempt

**Work experience:**

1- 5 / 2013 to Now (**Misr Contracting Company - A company of Encon Group**)

Heliopolis. / Cairo.

Phone number: + (202) 26909019 - www.encon-group.com

Job title: **Accountant**. (**Full Time**)

Summary of tasks:

* Review Abstracts contractors and settled.
* Review Abstracts customer and settled.
* A review of invoices and accounts of suppliers.
* Daily review of Covenant Permaculture and financially settled.
* Daily review of accounts and the introduction of restrictions on computer.
* Prepare and send reports to senior management on a weekly.
* Review current account ledgers monthly.
* Write a cheque and make bank restrictions.
* Monthly settling Bank account statement.
* Sales tax reporting and delivered monthly.
* Preparation of form 41 of your commercial and industrial profit tax.
* Assist financial director and Chief Accountant in preparing financial statements and reports.
* Dealing with the relevant government bodies of the company (banks and owners and the IRS and the Insurance Authority, etc.).

2- 4 / 2012 to 5 / 2013 (**Suprema Information Technology**)

EL-Doki / Giza

Phone number: + (202) 33380268 - www.suprema-eg.com

Job title: **Sales Department**. (**Full Time**)

3- 6 / 2010 to 8 / 2010 (**Misr Contracting Company - A company of Encon Group**)

Heliopolis. / Cairo.

Phone number: + (202) 26909019 - www.encon-group.com

Job title: **Accountant under training**. (**Full Time**)

4- 6 / 2009 to 8 / 2009 (**Misr Contracting Company - A company of Encon Group**)

Heliopolis. / Cairo.

Phone number: + (202) 26909019 - www.encon-group.com

Job title: **Accountant under training**. (**Full Time**)

4- 6 / 2008 to 8 / 2008 (**Engineering Contracting Company - A company of Encon Group**)

Heliopolis. / Cairo.

Phone number: + (202) 26909019 - www.encon-group.com

Job title: **Accountant under training**. (**Full Time**)

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**Scientific and technical sessions:**

* Holds the license for the International Computer Driving License (ICDL) 2009
* Certificate in human resource management 2009
* Certificate in the functions of sales Excellence man 2009
* Certificate in dealing in the Egyptian stock exchange student guide and investor 2010

**Skills and personal capabilities:**

Technical skills:

* Computer skills: MS: Word - Excel - Access - Power point – Internet Explorer.
* The skill to work within an integrated team.
* The ability to perform under the pressure of work.
* Customer service skills, Time management and Communication skills.
* The ability to learn anything in the shortest possible Time.
* The ability to take responsibility and decision analysis, and coordinate actions and tasks.
* Having the capacity to build good relations, constructive social.
* Other special skills.

Language skills:

* Arabic (mother tongue)
* English (reading, writing, speaking) good