**Amr Ahmed Mohamed Awad **

**Personal information:-**

**Mobile : 01066805168.**

**: 01001858253.**

**E-mail : amrasran50@gmail.com**

**Date of birth : 4th from April 1991.**

**Marital status : single.**

**Military service : postponed “3years”.**

**Nationality : Egyptian.**

**Education:-**

**2012 Tanta university.**

* **Faculty of commerce. B.Sc. in business administration.**
* **Commutative grade : satisfy.**
* **Last year’s grade : satisfy.**

**Objectives:-**

**Seeking a challenging position in a good environment in the field of Commerce and Accounting in general to enhance my skills and abilities, and add value to my company.**

**Training/ personal skills:-**

**Training:**

* **Planning self, confidence & communication skills.**
* **Acquired Professional Diploma of Managerial Skills (PDMS).**

**Accounting:-**

* **Making Journal entries.**
* **Positing at American journal & General Journal & subsidiary Ledger.**
* **Preparing a financial Statement (Income statement & Balance Sheet).Using Excel 2007 in accounting: (American Journal- General Ledger Trial Balance –Financial Statement).**

**Professional Experience:**

* **Book Keeping.**
* **Preparing General Ledger and Book Keeping**
* **Designing and Preparing Accounts Through Computer**
* **Preparing Salaries and Wages and its Entries.**
* **Preparing Bank Account Statement.**

**Jobs experience:-**

* **I have worked as an inventory accountant in “El Sheikh Textaie Industries ” from 26/11/2012 until now.**
* **I had worked as a salesman in “Eltawhed & Elnoor” in sporting clothes , men’s t-shirt and kid’s shoes debartment from 5/10/2012 to 25/11/2012.**
* **I had worked a cashier in “Amer Group ”in the summer from years of university.**

**Computer skills:-**

* **Most of the operation systems available “windows, Linux, ubuntu”**
* **Software/ applications: Microsoft office “word, excel, PowerPoint, access”, .**
* **Most of the internet surfers**
* **Keyboarding 60 wpm**

**Language Proficiency:**

* **Arabic mother tongue.**
* **Good in spoken, written and reading English.**

**Courses:**

* **English course from Nobel Center.**
* **Soft skills from Nobel Center.**

**Other skills:**

* **Ability to understand and deal with the new accounting programs.**
* **Ability to understand and deal with the document cycles.**
* **Capable of learning quickly.**
* **Able to work in a team.**
* **Able to work well under pressure.**
* **Advanced Research Abilities**
* **Capability of making decisions in a very short period of time under Pressure.**
* **The flexibility to apply scientific methods on the managerial problems.**

**Social skills:-**

* **High ability to work hard and under pressure.**
* **Supportive and open minded.**
* **High ability of self – learning.**
* **Ability to solve problems.**

**Interests:-**

* **Listening to the classic music.**
* **Watching documentary movies.**
* **Playing body building.**
* **Playing football.**
* **Reading in some fields .**