**Ahmed Mohammed Shaheen ElShershaby**

Tanta , Egypt

01287328046

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**Career Objective:**

A challenging career opportunity in the field of accounting that utilize my previous work experience, academic background and my skills.

**Educational Background:**

* Faculty of commerce,Tanta Universty

 (Accounting Department) May 2015

* Overall grade : Good.

 **Extra Courses:**

1. Mar. 2015: May. 2015 ICDL , Life Makers EGY

Course included:

* Windows
* Word
* Excel
* Power Point
* Access
* Internet
1. Mar: May. 2015 General English Course , Cortex

 ( Level 7 )

**Work Experience:**

 :

July 2012: Aug 2015 Customer Service , Top Art Company for Advertising

 **Job tasks:**

* Data Entry.
* Receive E-mails.
* Handle with telephone calls.
* Print clients financial statements

**Internship Experience:**

* 2015 Training in the Get Accepted Academy by Barclays Bank .

 ( The basics of Business English, Computer Skills, Soft Skills & Banking Skills )

* 2015 Training in Banque Misr.

 ( Customer Service Department )

**Extracurricular Activities:**

 Volunteer in Resala Association.

* Member in Maaan Team for Human Resources Investment.

**Skills:**

**Computer Skills:**

* Very good user of Windows, Word, PowerPoint, Excel 2003.
* Good user of Access, Outlook
* Good surfing skills on the Internet

**Language Skills:**

 Good commend of English both written and spoken**.**

**Interests:**

* Reading .
* Traveling .
* surfing on the Internet .
* Practicing Sport.

**Personal Information:**

Date of Birth **:**  1st Sep 1993.

Marital Status **:**  Single .

Gender  **:** Male .

Nationality  **:** Egypt

MilitaryStatus  **:** Finished .

 References Furnished upon request