Ahmed Mohamed Ahmed Khattab

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# OBJECTIVE

Seeking an opportunity to work with an international company where my qualifications will be utilized and furthermore developed, in a way to be an experienced Accountant.

# EDUCATION

May 2010  **Tanta UNIVERSITY – FACULTY OF Commerce**  Tanta, Egypt

# EXPERIENCE

* *Summer Training ( MIDOR As An Accountant )*
* *Member of Arab Chartered Accountants Society*
* *Advanced Training (a trainee accountant for 2 years)*
* *Working as an accountant on program Peachtree*
* *Working as an accountant on program Quickbooks*
* *Working as an accountant on program MS Excel*
* *Working as an accountant at ASEC Co. for Paints Trading ( Since 2011 )*

# COURSES

*- CMA Introductory*

*- Professional Financial Accountant Diploma (PFAD)*

*- Cost Accounting Diploma*

*- Financial Analysis Diploma*

*- Tax Accounting Diploma*

*- English Computerized Accounting by Using Advanced Excel*

*- ICDL*

# SKILLS

**Language Skills**

* Good Command in English
* Elementary knowledge of French

**COMPUTER SKILLS**

* Operating systems: Microsoft Windows (98, Me, 2000, NT , XP and win7)
* Microsoft Office: MS Word, MS Power Point, MS Access and MS Excel
* Accounting Programs:

1. Peachtree
2. Quickbooks
3. Advanced Excel

• others :

1. Computer hardware and software maintenance
2. Internet

# PERSONAL HILIGHTS

* Able to work under pressure
* Able to work and communicate well with people
* Able to learn new tasks quickly
* Active, highly motivated and a team player
* Skilled at leading and managing groups.

# PERSONAL DATA

* **Date of birth**: February3rd, 1989
* **Place of birth**: Gharbia, Egypt
* **Zip Code**: 31771
* **Alternative Address**: Abu hamer, Basiun, Algharbia
* **Marital status**: Single
* **Military service**: permanently exempt from the Egyptian armed force