

Ahmed

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Mostafa Eladwy

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Date of Birth: SEP 21, 1998

Education

- Mohamed Naguib Experimental Language School 2017
- Faculty of Commerce, Tanta University, Bachelor of Commerce May 2021
- Major: accounting -
- Grade: Good

Summary

junior accountant, I record daily entries, deal with customer and supplier accounts, upload invoices to the portal, and upload tax returns to the tax system.

Experience

Kassap For appliances.

JAN 2023 – Until now

Junior Accountant

- Recording sales invoices
- Preparing account statements for both customers and suppliers
- Recording daily entries
- Preparing weekly and monthly reports
- Registering sales invoices on the portal system (electronic invoice)
- Submitting tax returns to the tax system

Assistant Manger

May 2020 – June 2023

Atwan Group (Market)

- Striving towards providing a distinguished service that helps to gain customer satisfaction
- Dealing with customer complaints and providing appropriate solutions

- Ensuring the availability of food and beverages and organizing their stock
- Organizing and supervising shifts and arranging vacation dates

Owner & E-Marketing At Id

AUG 2019 – SEP 2020

Morad Toyota

NOV 2020 – JUL 2020

Sales

- Providing advice to customers on selecting and purchasing auto parts
- Assistance in choosing the necessary goods - auto parts, materials and car care products
- Achieving the required sales goals.

Kayan Real Estate

Feb 2018 – OCT 2020

Sales

- Providing guidance and assistance to sellers and buyers in marketing and purchasing real estate at the appropriate price and according to the best terms Full knowledge of all units owned by the company
- Determine clients' needs and financial capabilities to propose solutions that suit them

Boom Burger

AUG 2017 –Mar 2018

Cashier

Skills Highlights

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- | | |
|--|-----------------------------|
| • Ability to learn quickly | • Communication Skills |
| • Strong decision maker | • Innovative and initiating |
| • Complex problem solver | • Sales Management |
| • Interpersonal Skills | • Attention to Detail |
| • Time Management | |
| • Good in using Microsoft Office (Word, and Excel). | |
| • Good in dealing with internet, Search engines and browse through the web | |

Languages

Arabic – Mother Tongue.

English – Good Command of English Language