

### **Personal Information:**

**Date of Birth:** 5<sup>th</sup> July 1998.  
**Marital Status:** Single  
**Gender:** Male  
**Nationality:** Egyptian  
**Military Status:** completed

### **Career Objective:**

A challenging career opportunity in the field of accounting that utilize my previous work experience, academic background and my skills. Experienced accountant with proven success managing finances for mid-size commercial organizations.

Excellent accounting skills, with experience in orcal. Now looking to start a new challenging position to meet my competencies, capabilities, skills, education and experience.

### **Educational Background:**

May 2020 Faculty of Commerce Business Information System Section, Tanta University (2016 - 2020).

- Grade: Very Good.

### **COURSES:**

- Microsoft Office Specialist Master .
- Digital Course by Google (online –July 2018).
- Graphic design at Creative Courses (July2017\_september 2017).

### **Work Experience:**

March 2022: Now: Accountant at Credit and Banking Department “Talaat Moustafa Group”.

#### **Job tasks:**

- Data Entry.
- Receive E-mails.
- Handle telephone calls.
- Print clients' financial statements.
- Follow up on banking operations.

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### **Internship Experience:**

- 2018 Former Trainee at Suez Canal Bank
- 2019 Former Trainee at the United Bank of Egypt.

## **Professional Summary:**

Experienced and qualified Accountant with a sound understanding of financial controls and processes. A Strong commercial awareness combined with the ability to analyses and produce high quality management reports to tight deadlines. Specific experience of developing cost saving practices. budget management and forecasting within the retail and utilities sectors. Now looking to broaden experience specifically in an IT firm.

## **Professional Membership:**

Member in the commercial syndicate.

## **Skills:**

### **Computer Skills:**

- Very good user of Windows, Word, PowerPoint, Excel.
- Good user of Access, Outlook
- Microsoft Office (Word \_PowerPoint \_ Excel 1,2).
- Adobe Photoshop.
- Data Analysis skills

### **Personal Skills:**

- Excellent communication skills.
- Customer service skills.
- Able to work under pressure.
- Ability Manage Time and given Tasks.
- The ability to gain knowledge and experience very quickly.
- The ability to think outside the box and come up with creative solutions is an essential asset in many job roles.
- Teamwork skills.
- Problem Solving skills.

### **Language Skills:**

Good command of English both written and spoken.