Curriculum Vitae



Ahmed Hassan Mohamed Muslam

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Military status: Finished

Birth day: 21st March 2000

OBJECTIVE

I am a self-motivated person with passion to start my career as an Administration officer, and I believe that my skills like Communication, Presentation, Selling, Negotiation skills will support me to success in my career and I hope to gain more Experience I can learn new skills and expand my knowledge**.**

I work as a financial accountant with certified courses including financial accounting PFA, Oracle and Commercial Excel.

One of my most future goals is to grow my financial accounting progressive career and cost accounting that would lead to serve my self-development through the market in a professional manner.

EDUCATION

- 2022 Bachelor of Commerce – Tanta University - Tanta

EXPERIENCE

- **October 2023 till April 2024**
  working as Administration officer at El Amal group, I was responsible for booking transportation and all requirements for 100 employees.

- **May 2023 till now**
  Work as an assistant manager in Castro Restaurant, I started working as a cashier, then as a secretary and currently I am assistant manager.

COURSES

- PFA – Commercial Excel
- ORACLE

LANGUAGES

- English: Excellent speaking, Writing, Reading

SKILLS

- Very good Knowledge of safety rules
- Good communication skills
- Creativity
- Time Management – Adaptability – Fast learner
- Ability to work under pressure
- High Team work skills
- Computer Skills Including (Microsoft Office Word, Excel)