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Al-Behair, Kafr Al-Dawar

OBJECTIVE :

Seeking a challenging Challenging The Field of Accounting position,Obtaining a Position inhigh, where leadership and experience is offered! In order to expand my sense of responsibility, reliability, self-confidence, appreciation toward fellow works and initiative.

PERSONAL INFORMATION:

• Nationality	: Egyptian
• Birthday	: 23 / 3 / 1993
• Place of Birth	: Egypt
• Marital Status	: Single

INTERNSHIP TRAINEE :

Training course in financial accounting
Training course in data entry - Training course in contracting accounting.

EDUCATION:

- Bachelor of Commerce .
  Damanhur.
  Grade: very good.

EXPERIENCE:

•Work as an internal auditor.
•Work as a general accountant in an import and export company for two years.
•Work as a general accountant in a surveillance camera company for a year.
•Worked as a financial accountant in a general contracting company for 3 years.
•Work as a reference in a contracting company.
•Work as references in refrigeration refrigerators and juice factories.
•Work as a human resources officer.
•Administrative Business Management.

RESPONSIBILITIES AND DUTIES:

1.I started my work in a contracting company, where I worked in more than one of the work departments where the company works in the field of water and sanitation.
.2I worked as a supplier accountant and followed up on account statements, whether bank or cash, yes.
.3I worked as a data entry at the beginning of my work, and my job was to record paper documents whether they were financial documents, accounting entries or inventory documents.
.4Warehouse accountant, where receipt, exchange, returns, transfers and subcontractor withdrawals were reviewed.
.5Making extracts for contractors (subcontractors) and extracts for supplies (sand ... etc.)
.6Procurement and contract accountant, participating in the financial study of the offers submitted by suppliers and determining the appropriate offers, participating in the work of identifying, awarding and drafting minutes, editing supply orders for suppliers, and participating in the study of the needs of tasks by work. Orders, editing contracts for suppliers who have been given the supply of tasks.
.7Worked in human resources (workers - wages - insurance – appointments.)
.8Worked as an internal audit in terms of reviewing (customers - suppliers - cash movement - bank and check movements - store movements – purchases.)

SKILLS:

• **Language Skills**	• **Arabic**: Mother Tongue. • **English**: Good
• **Computer Skills**	1- ICDL course) Microsoft – Power point- Excel –word – IT – Windows- Internet). 2- Human Resources (HR) Course. 3- English course.
• **Personal Skills**	• Good Communications with people. • Able to work in group, work under pressure, teaching Others, helpful, creative, and calm. • Analytical and logical problem solving and thinking. • Strategic, focused and highly result oriented. • Ability to meet deadlines successfully, maintaining the quality of work. • Respond in positive manner to sensitive situations. • Self-motivated, good research abilities. • Able to work at any level of management

REFERENCES

All References Are Available upon Request.

Thanks for your time and interest.