Mostafa Gamal El-Din Samina

Junior Accountant | Data Entry

mg9519111@gmail.com | 01093451957 | Menouf, Egypt | 2001 | Egyptian | Single | Completed

PROFESSIONAL SUMMARY

Detail-oriented Accountant and Data Entry Specialist with a Bachelor's degree in Commerce. Proven ability to manage financial records with high accuracy and efficiency. Skilled in ledger maintenance, data processing, and customer service, with a strong commitment to financial standards and organizational goals.

WORK EXPERIENCE

Japanese Egyptian Company for Generator Rental, *Accountant (Data Entry)* 07/2025 – Present

Data Entry Accountant | Egyptian-Japanese Generator Rental Company Accurately and rapidly enter financial data and account transactions. Issue and track client financial and rental dues. Manage and organize operational contracts for the generator fleet. Prepare and submit periodic summary reports on generator activity, revenues, and receipts to the Finance Department.

hyper market, *Customer service* 06/2025 – Present

- Resolved 40+ daily customer inquiries, maintaining high satisfaction ratings through effective communication.
- Handled service requests and provided accurate information regarding company offerings.
- Improved response times by streamlining inquiry handling procedures.

EDUCATION

Bachelor's Degree – Faculty of Commerce, *Menoufia University* 2023

SKILLS

- Data Entry
- Microsoft Excel
- Microsoft Word
- Customer service

LANGUAGES

Arabic
Native

English
Limited Working

CERTIFICATIONS

Fundamentals of Digital Marketing
Maharat min Google in partnership with Banque Misr Acquired fundamental knowledge of SEO, SEM, and social media strategy, enhancing digital literacy and data-driven decision-making skills applicable to modern business environments.