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OBJECTIVES

-Fresh graduate Seeking a challenging position where my academic background and interpersonal skills are well developed and utilized

EDUCATION:

- B.S of commerce, Mansoura university
- Arabic Section, Accounting Department.
- Degree : V. Good, Year of Graduation 2025

-Working Experience:

- Sales Officer – Clothing Shop (Oct 2024 – Present)
- Assisted customers in product selection and sales transactions.
- Maintained daily sales records and contributed to achieving monthly sales targets.
- Enhanced interpersonal and communication skills through direct customer engagement.

- Trainee – Banque Misr (July 2023 & July 2024)
- Supported account reconciliation and preparation of daily transaction reports.
- Handled customer inquiries and learned about retail banking operations.
- Gained exposure to banking software and financial procedures.

- Trainee – Commercial International Bank (CIB) (Aug 2024)
- Assisted in processing transactions and preparing basic financial reports.
- Shadowed senior accountants to understand internal auditing processes.
- Developed skills in customer service and banking operations.

- **Extracurricular activity: Fundraising volunteer at Resala Organization**

-COURSES:

- English course (May2025-Now)
- Daftara Erp
- ODOO Erp
- Financial accounting
- Contractor accounting

-Language:

-English: good

-Arabic: native

SKILLS:

- Accounting: Financial accounting, Contractor accounting, Bank reconciliation
- Software: Microsoft Office Suite (Excel – VLOOKUP, Pivot Tables, Word, PowerPoint), Outlook, Odoo ERP, Daftara ERP
- Soft Skills: Communication, Teamwork, Customer service, Problem-solving.

-PERSONAL INFORMATION:

-Date of birth: Oct 1, 2003

-Gender: Male

-Marital status: Single