

CONTACT

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OBJECTIVE

I want to start new challenge, I wanna achieve my goal and work to an environment which encourages me to succeed and grow personally where I can utilize my skills and knowledge appropriately

EXPERIENCE

25/7/2021 -
30/9/2021

- **Trainee**
Rose Kids

1/9/2020 -
31/12/2020

- **Trainee**
President of markets
Workshop - Marketing Strategy

11/2022 -
17/2/2023

- **General Accountant**
Innovative for Plastics industries
Treasury Accountant

18/2/2023 -
Present

- **General accountant**
Wayzon pharma
ERP System. **Odoo**
 - Recording all expenses of the Compnay
 - Responsible for Payroll and Recording on the Seytem and transfer them to all employees
 - Responsible for closing custody out of employees in various departments, Recording this closing out on Accounting Seytem *Odoo* such as custody of (the storekeeper - movements official - the employees of marketing and sales department)
 - Calculating the commissions of sales of Medical representative in various forms and recording their entries on Odoo system after reviewing by the direct manager and the administration, such as (collection commissions and annual sales commissions or a quarter annually according to sales policy of the year)
 - Responsible for transferring the commission to Sales team after Top level of administration approval
 - Responsible for all the accounts of the company's banks, record expenses and Bank transfer transqctions , and conformity to bank accounts in the system according to the bank account statment
 - Responsible for the main Stores of the company with all its inventory and transferring transaction among other storage ,making inventory settlements and scraping
 - Responsible for the accounts of seneior suppliers of the company, such as Al-Badr Company, and to recording all the bills for the supplier and all financial transactions between the two companies, review the supplier account with the accountants of the supplier company
 - Responsible for the main treasury of the company with all its transactions and recording of all its expenses and journal entries.

- Responsible for Leading employees the department of the storekeeper and the movement's officials.
- Responsible for making a review and check up of the other accountant records,
- Recording sales and purchases invoices
- Make the reports of sale, collection, purchases and reports necessary for the administration
- Calculating customer discounts and bonds on annual withdrawals/ purchases
- Responsible for leading the Axispay System for salaries transfer and other financial transaction to the Company's employees.
- Make training for representative, sales managers, or new regional managers on Bricks Rep. System "this system for manage sales team"
- Responsible for the final closing out with employees in case of leaving work

EDUCATION

- | | |
|-------------|--|
| 2022 | <ul style="list-style-type: none"> • Faculty of commerce English Section Al-Azhar university
Department of Account
GPA / 87.5 % B+ |
| In progress | <ul style="list-style-type: none"> • ACCA
IFRS Diploma |

SKILLS

- Work under stress
- Team player
- Team leader
- Decision making
- Quick learning
- Excellent using office program, (word, powerpoint, Excel, Access 2010_2016_2019)
- Hold responsibilities
- Communicating with others
- Problems solving
- Handel the situations
- Self-confidence

PROJECTS

- **Marketing plan**
Team player to make this marketing plan

Client / samsmonite company

Result. /. My team made this plan after two months from beginning of course, this plan was not real, but it was practice of our course
- **Best Excel project at MOS course**
Create and manage workbooks, worksheets
Manage cells, ranges, manage tables
Apply formulas, functions (advanced)
Create and manage charts, objects
Formatting cells, conditional formatting, cell styles
Create and manage pivot table, charts
Define named ranges, objects
Perform data analysis
Create and modify simple macros
Security & printing

LANGUAGES

- Arabic - Mother tongue
- English - Excellent
- German - Good

STUDENT ACTIVITY

- **Update CU team**
Voulnteer HR Member from 1/12/2019 to 30/7/2020

COURSES

- **English**
C1
- **German**
A2
- **MOS Master - Microsoft office specialist**
Advanced (Excel - Word - Powerpoint 2010_2016-2019) - Outlook - publisher - one note - Access
- **English conversation**
B2
- **HR, Soft skills**
- **ICDL**
Microsoft office program 2016,2019,2021