# Mai Mokhtar Khamis

**Address: Than Montazah, Alexandria , Egypt.**
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Date of birth: 01/01/1995
Marital status: Single
Gender: Female
Nationality: Egyptian
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## Objective / summary

Seeking a challenging position in a reputable organization that offers prospectsof career growth and learning with the aim to contribute positively towards organization's success and enhance my professional skills

## Education

- 2014-2017 Alexandria of University - Faculty of Commerce – Arabic section – Accounting Division
  Grade: Good

## Courses

- General English Course at European Institute
- Conversation Course at European Institute
- ICDL Course at European Institute
- Human Development Course at European Institute
- Masrofy online course

## Training programs

- Sales at Delta Life Assurance form (01/10/2019 till 10/10/2019)
- Commercial Excel and accounting at Alexandria Electricity Distribution Company from (22/7/2017 till 12/8/2017)

## Work experience

- Marketing Department Manager at Quality Company for Security Guards
  from (9/2024 till 10/2024)

- Accounting at Essam Farouq Office for Accounting and Auditing
  from (11/2020 till 2/2021)
  Integrated works and deliveries I was a cost accounting and a counts audit, withgood conduct and discipline and good cooperation with colleague

- Accounting at Mohamed Mohamed Abdalatif Public Contracting Companies from (07/2017 till 8/2019)
  Integrated works and deliveries I was a cost accounting and a counts audit, withgood conduct and discipline and good cooperation with colleagues

## Computer Skills

- Microsoft (Word, Excel and PowerPoint)
- Microsoft (Access and Outlook)Interpersonal skills

**Personal Skills**

- Highly organized enthusiastic helpful and able to work under pressure
- Great communication skills
- Problem solving skills
- Ability to work individually in a team
- Emotional intelligence

**Language**

- Arabic: Fluent (mother tongue)
- English: Good