

# Mustafa Hussien Hanfy

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 Matrouh, Kilo 3, Behind Elnagda

## CAREER OBJECTIVE

Seeking to contribute to a forward-thinking company dedicated to innovation and continuous development. My goal is to apply expertise in operations management and system analysis to enhance productivity, increase operational efficiency, and contribute to achieving organizational objectives, while continuously developing my professional and personal skills.

## EDUCATION

2023 Faculty of commerce accounting department, ALEXANDRIA UNIVERSITY.  
OVERALL GRADE: C+

## PERSONAL INFORMATION

DATE OF BIRTH: 31 / 1 / 2000  
NATIONALITY: Egyptian  
MILITARY SERVICE: served

## SKILL/ ACHIEVEMENTS

- Teamwork and Leadership
- Problem Solving and Decision Making
- Time Management and Prioritization
- Flexibility and Adaptability

## LANGUAGES

- Arabic: Native
- English: Very Good(B2)

## TECHNICAL SKILLS

- Introduction of accounting restrictions and data.
- Follow any receipts or in favor of their company and to be processed.
- Keeping accounting books, recording accounting entries and carrying them forward.
- Participate in the daily sales count.
- Conduct bank transactions through the company's bank account.
- Paper and electronic archiving participating in the periodic inventory.
- Prepare the required statements for the final accounts and balance sheet and prepare the adjustment entries.
- Preparing financial claims and following up on collections.
- Capability for accounting and management reporting.
- Ability to carry work pressure.
- Computer literacy (Microsoft Office, E-mail).
- Managing supplier and customer accounts.
- Settling invoices and payments.
- Managing assets and tracking depreciation.
- Managing inventory.
- Providing financial analysis to management.
- Familiarize yourself with all aspects of the document session.