

CONTACT

ISLAM MOHAMED HESHAM MOHAMED

@ islam mohamed hesham 1@gmail.com

☎ 01066181266

📍 Assiut Government - Sidfa City - El-geish Street

OBJECTIVE

Seeking an entry-level position in Accounting where I can build on my current skill set to contribute to the profitability of the company. My Qualifications in Accounting together with my part-time work experience provide a solid foundation on which to build a career with your company

EDUCATION

2020

- **Faculty of commerce, English Section, Assiut University**
Bachelor's degree in English Accounting
Good ``

EXPERIENCE

1, Sep., 2021 - Present

- **Egyptian Resorts Company (ERC)**
Payable Accountant
 - Keeping track of all payments and expenditures, including payroll, purchase orders, invoices, statements, etc.
 - Supporting internal and external audit requirements.
 - Processing invoices and expense claims.
 - Resolving all payables related issues with internal and external stakeholders.
 - Maintaining accounting ledgers and assisting in monthly closing.

Aug. 2020 - Oct. 2020

- **Vodafone company**
Call center agent
 - Answer incoming calls and respond to customer's emails
 - Management and resolve customer complaints
 - Identify and escalate issues to supervisors
 - Follow up customer calls where necessary
 - Other duties as assigned

Jul. 2018 - Oct. 2018

- **Best way Supermarket - El-Gouna Red sea**
Cashier
Accurately managed the cashier drawer and reported the balance on daily basis.

COURSES & SCHOLARSHIPS

- Internet and computing core certification (lc3) include :-
 - - Microsoft Office package
- Online Job Placement Training Program
Includes :-
 - - Business Skills
 - - Business English (speaking and Pronouncement)
 - - Career Directions
 - - Labor Law
 - - Digital Marketing
 - - Microsoft Office package

SKILLS

- Ability to search and self-learn
- Ability to work under pressure
- Co-operative
- Excellent at Microsoft office package - Word, Excel, Access and PowerPoint
- Very Good At Using Sage 300 ERP System

ACHIEVEMENTS & AWARDS

- Participate in Huawei ICT Competition class 2019
- Passed the National Final exam and Won A Medal and Certificate from Huawei in the Field of Communication and Information Technology

LANGUAGE

- Arabic "Mother Tongue"
- English "Excellent"
- French "Fair"

MILITARY STATUS

- Exempted