

# Sherif Khaled

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## **Education**

### **Ain Shams University**

**July 2019**

Bachelor of Commerce – English Section  
Accounting

### **El-Seddeek Language School**

**June 2015**

General Secondary Education Certificate  
Grade: 93%

## **Experiences**

### **Bank Teller, IBAGMT Western Union**

**Present**

- Took an induction on how to deal with customers and got oriented with fraud and money laundry.
- Got oriented about money transfer and transaction processes.
- Knew how to execute all cash transactions especially those including USDs.
- Dealt with customers' affairs including their inquiries related to transactions.
- Knew how to verify customers' information to match with the system used.
- Became responsible for the end of shift cash sub-safe.

### **Contact Center Operations Agent, CIB**

**March 2020: July 2020**

- Learnt how to deal with the bank various systems and software.
- Answered questions about account types and banking products, etc....
- Managed large amounts of calls in a timely manner.
- Followed communication scripts when handling different topics.
- Frequently attended educational seminars to improve knowledge and performance level

### **Accountant (A/R Department), Al-Futtaim Group**

**October 2019: December 2019**

- Checked cheques details and types then matched them with their accounts.
- Generated cash deposit slips for clients and sent them to the bank.
- Imported transactions to the collection sheet.
- Dealt with recalled cheques and issued penalties.
- Participated in the monthly accounting inventory.
- Dealt with SAP accounting module.

### **Finance Intern, PetroJet**

**September 2018: October 2018**

- Understood the financial processes and procedures of the company's work.
- Became familiar with how banks and clients co-ordinate to formulate formal LCs.
- Reviewed the accounting ledgers prepared by the accountants and ensured that they are correct.
- Assisted the accountants in reviewing the financial statements and cross-checking them to ensure accuracy.

Intern, **Baker Tilly Egypt**

**August 2018: September 2018**

- Participated in financial auditing of several organizations.
- Knew the process of financial analysis of clients.
- Got a perspective of how huge corporates think and adapt to clients' expectations.
- Became familiar with the corporate's vision and mission.

### **Extracurricular Activities**

Marketing committee member

**Friends ASU**

- Executed the marketing strategy of the organization through offline and online campaigns.
- Fundraising for the organization to support charity projects.
- Organized many events and sessions for students in multiple fields.

### **Computer Skills**

Mailing Applications: Microsoft Outlook.

Office Applications: Microsoft PowerPoint, Excel, Word.

### **Linguistic Skills**

**Arabic** Mother Tongue

**English** Very Good (written& spoken)

**German** Fair

### **Personal Information**

Full Name: Sherif Khaled Mohammed Hussien

Date of Birth: 17 January 1996

Nationality: Egyptian

Marital Status: Single

Military Status: Exempted

Address: P4, Block 28, 9th district, Nasr City, Cairo