

Date of Birth: 20/7/1998

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## Why Mohamed

I am Looking For Challenging Job with a Rapidly Growing Organization That Can Provid Me with a Range Of Goals and Job Objectives within a Contemporary and Economical Business Setting.

## Education

### Bachelor of Commerce

- . Giza Higher Institute of Administrative Sciences.
- . Department of Financial Institutions Management.
- . Grade: High Excellence with First Class Honors.
- . GPA: 3.92 from 4

## Language

- . English (Good)
- . Arabic (Mother Tongue)

## Work Experience

### ACCOUNTANT at Al Tamaioz Food Supply (Current Job)

#### Responsibilities

- . Audit and record daily financial transactions.
- . Prepare special financial reports by collecting analyzing and summarizing information.
- . Monitoring the treasury movement on a daily basis and recording its restrictions.
- . Monitoring outgoing and incoming quantities.

### Store keeper at Al Nouras Catering & Services Hotel

#### Responsibilities

- . Monitoring outgoing and incoming quantities.

- . Conduct monthly inventory of the warehouse.
- . Checking products expiration dates.
- . Prepare and send orders for each location.

### **Cashier at Al yaqout market**

#### **Responsibilities**

- . Reception the customers while entering or leaving the store.
- . Manage transactions with customers using cash.
- . Issuing receipts, refunds or change.
- . Resolve customers complaints, direct them and provide the needed information.

### **Courses & Training**

#### **. English**

Russian Cultural Center from Sep 2020 to July 2021

#### **. Banque Misr Summer Training**

Online Sep 2020

#### **. Icdl**

Binary Egypt from Nov to Des 2018

#### **. PFA**

International Academy for Training from July to Oct 2018

### **Skills**

- . Microsoft Office
- . Problem Solving
- . Decision Making
- . Team Leadership
- . Fast Learning
- . Time Management