

Contact Details

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Objective

- I'm seeking to practice what I have studied, enhance my skills, and gain experience to a positive interaction with the practical field wishing to achieve a competitive position.
- To become a successful individual within an organization where I can utilize my skills, knowledge and contribute to that business growth, and success.

Educational Qualifications

- **Graduated (Bachelor of Commerce).**
- **University:** Cairo University.
- **Faculty:** Faculty of Commerce – English Section.
- **Major:** Accounting.
- **Graduation year:** 2017.
- **Grade:** Good.
- **Percentage:** 70.63%.

Certificates

- **Course Name:** English Course (Ministry of Defense Language Institution).
- **Course Name:** New ICDL (Research and Commercial Studies Center – Cairo University).

Experiences

- **Current Job:**
 - 1) I have been working as an accountant at ***Construction and Design Co. S.A.E – CONSTEC*** (Department of Treasury and Banks).
 - Since: 18 March 2018.
- ❖ **Responsibilities:**
 - Banks department:
 1. Issuing checks to subcontractors.
 2. Issuing letters of guarantee.
 3. Receiving checks from projects owners and follow it till collecting.
 4. Reviewing account statements.
 - Treasury department:
 1. Receiving and reviewing invoices.
 2. Withdrawing money to use.

Languages

- **Arabic:** Native Language.
- **English:** Very good.

Computer Skills

- **Computer Skills:** Very good.
- **Microsoft Office:** Word, Excel, PowerPoint, Project Planning, Double Click (ERP) and Internet Browsing.

Relevant Skills

- Ability to handle multiple-tasks.
- Ability to work alone or as a Team Player.
- Ability to analyze and solve problems.
- Appreciate responsibility and aspire to learn more about various fields of interests.
- Familiar to working under pressure.
- Communicate well with people.

Personal Information

- **Military Status:** Exempted.
- **Social Status:** Single.
- **Date of Birth:** 28, May 1995.
- **Gender:** Male.
- **Nationality:** Egyptian.
- **Address:** Elgamea St., Imbabah, Giza.