

Mohamed Awad Mohamed

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Summary:

Have 4-year work and volunteering experience in many fields, and I get many courses in a lot of fields moreover my educational background enables me to get a lot of different jobs in different fields.

So, I looking for a position in the customer service department to spread my skills, experiences, and attitude, and also to gain more experience and knowledge.

Education:

- Bachelor's degree in Accounting; Sohag University;2020
- Major: Accounting with grade good (73%).

Volunteering experience:

- **From (01/2020) to (11/2020) volunteer as a financial at the YEN project at Elijah.**
 - Edit a financial report.
 - Responsible for accounting vouchers.
 - Adjust financial records manually and electronically.
- **From (10/2019) to (12/2019) volunteer as Data Entry Head in Hult Prize Sohag.**
 - Ensure the accuracy of data and information
 - Prepare for entering data on daily basis in excel and the system.
 - Auditee and review the data entry process and verify the matching of the entered data
 - Develop data and Networking with Institutions interested in entrepreneurship.

internship

- **From (3/2021) to (3/2022) General Accountant at "Bread Production Regiment"**
 - Documenting movements, financial records, purchases, and sales.
 - Preparing the necessary financial reports, lists, tables, and accounting books regularly.
 - Maintain backup copies of financial records.
 - Preparing and supervising accounting books
 - Preparing the monthly account and submitting it to internal and external parties
- **From (6/2020) to (1/2021) intern in the Project management department at "Pioneers Company".**
 - Training coordination and follow-up.
 - Communication with trainers and trainees.
 - Sending Daily reports to the Management about the daily work.
 - Helping and Motivation the Trainees to complete their Training
 - Assess project risks and provide solutions where possible
 - Developing project strategies

- **From (07/2019) to (12/2020) project coordinator at UCCD Sohag university.**

- communicate with the various authorities to provide training needs.
- Design and implement training plans.
- Prepare financial reports.
- carry out the process of follow-up and evaluation of the training and professional processes.
- document and advertise all services.
- Evaluate training at the end of the week.
- Create a weekly presentation of the center service.
- Write a report every week and month for the Center's courses.
- Follow up on programs operation
- Collecting data for studies and research.

Courses:

- **(8/ 2020) Customer service track with the American Chamber of Commerce in Egypt.**
- **(5/ 2020) Arts of Sales with the American Chamber of Commerce in Egypt.**
- **(11/2019) Qualifying Field Interviewers with Geiser Foundation with UCCD.**
- **(07/2019) Essential work skills with NBE and Misr Elkheir foundation.**
- **(03/2019) Egyptian banking system model with Egyptian banking institute.**
- **(02/2019) Employability skills with AUC and Aspire Company**

Skills:

- **Language skills:**
 - Arabic: (fluent in Writing, Reading, Listening, and Speaking)
 - English: (very good in Writing, and good in Listening and speaking)
- **Computer skills: (very good at using Word, Excel, and PowerPoint)**

References:

Available upon request.