

Holds a Bachelor Degree in Commerce (Foreign Trade) and has over 13 years experience working mainly in accounting field.

PERSONAL DATA

Nationality : Egyptian
Birth Date : 03/11/1989
Gender : Male
Marital Status : Single
Residence : Nasr City, Cairo

EDUCATION

: Bachelor Degree in Commerce (Foreign Trade), Advanced Academy El-Haram, 2010
: Secondary Education: Qawmia Languages Schools, Agouza

LANGUAGES

Arabic : Native Language
English : Good

COMPUTER SKILLS

: Windows, MS Office, Internet

TRAINING COURSES AND CERTIFICATIONS

: The basics of technical analysis in the stock market.
: ICDL

CHRONOLOGICAL EXPERIENCE RECORD

Dates : From Jul. 2020 till now
Employer : Lucky Tucky
Job title : Branch Accountant
Job Description :

- Payroll and bonuses for employees.
- Follow up the daily movements of the branches.
- Follow up on discounts.
- Follow up on cash and visa in the fund.
- Matching bank statement treasury deposit and withdrawal.

Dates : From Dec. 2017 till Mar. 2020
Employer : Haden Tours
Job title : Accountant
Job Description :

- Currency exchange.
- Net profit from trips.
- Calculate the cost of Umrah.
- Calculate the cost of Hajj.
- Exchange and supply receipts in the treasury.
- Deposit of banks.
- Cost of programs.
- Accommodation of hotels and rooms.
- Air tickets, ships and land tickets.
- Accounting restrictions.

Dates : From Jan. 2015 till Jun. 2017
Employer : Tawzeef Misr, Recruitment Agencies - Egypt
Job title : Executive Assistant Manager
Job Description :

- View functionality to travel abroad on the Internet.
- Appropriate choices from among the candidates.
- Explained details of employment contracts for qualified travel.
- Visa processing.
- Coordinate the terms of the contract.
- Collection agreed upon commission of the company.

Dates : From Aug. 2013 till Dec. 2014
Employer : Successful Travel, Tourism & Hotels - Egypt
Job title : Religious Tourism Official
Job Description :

- Providing Umrah pilgrimage tours and presentations.
- Arranging for the establishment of hotels of pilgrims in Mecca and Medina.
- Definition of pilgrims shrines dates and trips to and from Cairo.
- Ending the entry of Saudi Arabia and visa permits.

Dates : From Jan. 2012 till Jun. 2013
Employer : Nile Factory, Clothing and Textile Manufacturing - Egypt
Job title : Quality Control
Job Description :

- Monitor the quality of the product according to the standards.
- Classification Sizes.
- Monitor the workers during the process of storytelling.
- Reporting to the Director of Quality.
- Delivery of orders to factories.

Dates : From Apr. 2009 till Mar. 2011
Employer : B-Smart Company, Accountancy & Audit - Egypt
Job title : General Accountant
Job Description :

- Prepare daily restrictions and registration books according to different accounting methods.

- Tax account according to the law on income tax.
- Depreciation accounts.
- Prepare audited budget.
- Payroll Bank settlement.
- Annual cost-reliance.
- Preparation approval of the General Sales Tax.
- Preparation of financial statements in accordance with Egyptian.
- Design and the preparation of books and final accounts on the computer.