105736-ADM-5Am-2016

Auditor

Holds a Bachelor in Mass Communication and has about 7 years experience in public relation, marketing, as Call Center Agent and Auditor.

PERSONAL DATA

Nationality : Egyptian Birth Date : 05/08/1995

Gender : Male
Marital Status : Married
Residence : Qalubia

EDUCATION

Bachelor in Mass Communication, Cairo University

LANGUAGES

Arabic : Native Language

English : Very Good

COMPUTER SKILLS

: Windows, MS Office (Word, Excel, Power Point), Internet

TRAINING COURSES AND CERTIFICATIONS

: Public relation.

Marketing.

: Journalism (editing - production - photography).

CHRONOLOGICAL EXPERIENCE RECORD

Dates : From Jul. 2018 till now

Employer: Nassar Group

Job title : Auditor

Job Description : • Review company's financial statements, documents, data and

accounting entries.

 Financial Auditors gather information from a company's financial reporting systems, account balances, cash flow statements, income statements, balance sheets, tax returns and internal control systems. Dates : From 2016 till 2018 Employer : Americana Group Job title : Call Center Agent

Job Description : Respond to incoming calls from the customers to take their orders, answer

questions and inquiries, troubleshoot problems, provide information and

handle complaints regarding the organization's products or services.

Employer : Al-Badr Journal

Job title : Journalist

Employer : Bridge Care Co.

Job title : Marketing

Employer : International Cultural Center

Job title : Public Relation

Employer : Infomine Co. **Job title** : Marketing