

Holds a Bachelor of Accounting and has over 5 years hands-on experience working as Document Controller.

PERSONAL DATA

Nationality : Egyptian
Birth Date : 05/09/1990
Gender : Male
Marital Status : Married
Residence : Cairo

EDUCATION

: Bachelor of Accounting, Higher Technological Institute - 10th of Ramadan City, 2012

LANGUAGES

Arabic : Native Language
English : Good

COMPUTER SKILLS

: Windows, MS Office (Word, Excel, Access, Power Point), Internet
: UNICCS
: GTP-JC

TRAINING COURSES AND CERTIFICATIONS

: Gasco Main Office (10 weeks in 2011): Training General Administration of Financial Affairs.
: PETROJET Main Office (10 weeks in 2010):

- How to record final letters of guarantee & payment on Computer.
- How to extend final letters of guarantee & payment.
- How to cancel letters of guarantee primary & its response to suppliers.
- How the numbers of transfers to suppliers.

: PETROJET Katameya Workshop (10 weeks in 2009):

- Recognize acts of the financial audit department.
- How the work of the Department planning budgets.
- How tenders & direct command and supply orders.

CHRONOLOGICAL EXPERIENCE RECORD

Dates : From Apr. 2017 till now
Employer : GS Construction & Engineering
Project : ERC Refinery Company Project – MOSTOROD
Job title : Document Controller

Dates : From Jun. 2014 till Apr. 2017
Employer : The Petroleum Projects & Technical Consultations Co. (Petrojet)
Projects :

- ASSIL & KARAM Gas Development – Western Desert – EGYPT
- QASR Phase 3 – Western Desert – EGYPT
- ERC Refinery Company Project – MOSTOROD – CAIRO – EGYPT

Job title : Document Controller

Dates : From Jun. 2013 till Apr. 2014
Employer : Apex furniture & home accessories
Job title : Accountant

Field of experience :

- Word, Excel & data entry.
- Sending & receiving letters and transmittal between companies.
- Dealing with the client.
- Planning in setting priorities in the work.
- Find what's new.
- Communicate with all branches in project.
- Write letters with professional techniques.
- Deal with advanced control sheet for work jobs.