

Holds a Bachelor Degree in Commerce (Foreign Trade) and has about 8 years hands-on experience working in administration 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), Cairo University, 2010

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
: Accountant.

CHRONOLOGICAL EXPERIENCE RECORD

Dates : From Jan. 2015 till now
Employer : Tawzeef Misr, Recruitment Agencies - Egypt
Job title : Assistant Executive 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 Jul. 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, Accountancy & Audit - Egypt
Job title : 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.