

Holds a Bachelor in Commerce and Business Administration and has about 6 years hands-on experience working as Accountant, Customer Service and in marketing.

PERSONAL DATA

Nationality : Egyptian
Birth Date : 06/04/1987
Gender : Male
Marital Status : Single
Residence : Helwan, Cairo

EDUCATION

: Bachelor in Commerce and Business Administration, Cairo University, 2011

LANGUAGES

Arabic : Native Language
English : Good

COMPUTER SKILLS

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

TRAINING COURSES AND CERTIFICATIONS

: Certificate of Canadian Center of Human Development.
: ICDL Course from Value Academy Center.
: Communication Skills Course at Value Academy Center.
: English Course at Value Academy Center.

CHRONOLOGICAL EXPERIENCE RECORD

Dates : From 2014 till 2016
Employer : Daym Group (Marketing Dept.)
Job Description :

- Analyze market trends and recommend changes to marketing and business development strategies based on analysis and feedback.
- Investigating sales cases via interviews visits and research.
- Gather and analyze customer insight.
- Visiting clients and writing reports which helping to enhance the quality of credit applications.

- Nurture and enrich all external perceptions of the company and growth of market share.

Dates : From 2013 till 2014
Employer : El Esraa Company for Flour Trade
Job title : Accountant
Job Description :

- Compile and analyze financial information to prepare financial statements including monthly and annual accounts such as: budget and income statement.
- Compile and analyze financial information to prepare entries to accounts, such as general ledger accounts, general journal, American journal and Help books such as: analytical debtors, analytical creditors and general and administrative expenses.
- Perform all banking transactions of the company.

Dates : From 2012 till 2013
Employer : Mobinil
Job title : Customer Service
Job Description : Resolve service problems by clarifying the customer's complaint; determining the cause of the problem; selecting and explaining the best solution to solve the problem; expediting correction or adjustment; following up to ensure resolution.

Dates : From 2011 till 2012
Employer : ELBARONE FOR INTERNATIONAL TRADE
Job title : Accountant
Job Description :

- Compile and analyze financial information to prepare financial statements including monthly and annual accounts such as: budget and income statement.
- Compile and analyze financial information to prepare entries to accounts, such as general ledger accounts, general journal, American journal and Help books such as: analytical debtors, analytical creditors and general and administrative expenses.