

Has about 12 years experience with a wide range of administrative activities.

PERSONAL DATA

Nationality : Egyptian
Birth Date : 09/01/1983
Gender : Male
Marital Status : Married

EDUCATION

: Faculty of Law, Ain Shams University, 2007

LANGUAGES

Arabic : Native Language
English : Good

COMPUTER SKILLS

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

TRAINING COURSES AND CERTIFICATIONS

- : Bookkeeping system course, Misr of Central Clearing Depository and Registry (MCSD).
- : International Computer Driving License (ICDL), United Nations Educational, Scientific and Cultural Organization.

CHRONOLOGICAL EXPERIENCE RECORD

Dates : From Feb. 2015 till now
Employer : Venex Group Company for Securities & Brokerage
Job title : Bookkeeper & Administration Officer
Job Description : Establish city trade Brokerage Company and set all of it's related procedures. Supervision and handling all of securities, bookkeeping and settlement procedures:

- Securities and cash circulation:
 - Verify transactions on system. Checking the physical shares, trade invoice and certificate of ownership against instruction. Handling, process the SWIFTS Message. Process, checking the month exhibits for Securities G/L. Checking the Securities account & custody position. Handling all client inquiries and relationship.

- Following up the Corporate Action events and coupon collection.
 - Checking the process of the month end and ensure that the month end fees are processed properly and timely – printing the reports.
- Bookkeeping:
 - Handling and processing all of bookkeeping procedures (coding, central depository, execute buying and selling transaction on brokerage system, receive and send client portfolios.
- Key Skills - Areas of Expertise Data:
 - Office procedures.
 - Customer service.
 - Computer skills (Excel, Word, Power Point ...etc.).
 - Filing.
 - Administrative support.

Dates : From Nov. 2007 till Nov. 2013
Employer : City Trade Company (Securities & Brokerage)
Job title : Bookkeeper (as a head of department)

Dates : From Jul. 2006 till Oct. 2007
Employer : International Book Project (U.S.A)
Job title : HR Specialist of project

Dates : From Nov. 2005 till Jun. 2006
Employer : Jetco International Tourism Company
Job title : Salesman (time share department)