



AHMED SAIED ABDELALIEM

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Date of birth : 1/1/1998. Nationality : Egyptian.

SUMMARY

Seeking a job as an accountant at a reputable company where my background and experience can be will Utilized and benefit from the Experiences .

EXPERIENC

Tele sales in Global wealth Gate for Marketing Management (Dubai) (January 2024) To (Now) .

Accountant in Al Mohaseb centre Mr/Ahmed Refat From (April 2023) To (September 2023) .

Cashier in Al Ferdous Market From (January 2022) To (December 2022) .

Sales in clothes shop From (January 2021) To (December 2021) .

Task that I have done :

Prepare daily restrictions .

Bank transactions .

Tax expenses processing .

Processing and disbursement of salaries .

The income statement is maintained on an ongoing basis .

EDUCATION

Assuit university Faculty of Commerce Accounting Section

Assuit Egypt (2017 – 2021)

TRAINING

CERTIFICATED COURSES :

Courses From The Egyptian Banking Institute :

Leading Businesses (March 2023) .

Business Model (March 2023) .

Implementation Phase Of Small Projects (March 2023) .

Financial Plans (March 2023) .

The Relationships Of Banks And Small Projects (March 2023) .

Microsoft office (IC3) .

Peachtree Accounting program .

English : level (1 – 12) From Real Soft House .

Trained Banque Masr Online (1 Sep To Sep 2020) .

SKILLS

COMPUTER SKILLS :

Very good knowledge of Word, Excel, Access, Internet.

Good knowledge of Quick books, Preshia, Peachtree and Excel accounting

PERSONALITY SKILLS :

Organized and dependable person .

Serious in my work .

Calm and able to work under pressure .

Working skills in team work .

Searching on the internet and always easier to learn .

Adapt easily to new concepts and responsibilities .

High communication and interpersonal skills .

LANGUAGES :

Native language Arabic .

Very good command of both written and spoken English (B2) .