

Ahmad Taher

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Summary

A fresh graduate accountant seeking continuous development to achieve the best result in minimum time with keeping accuracy and workmanship, and currently looking for a position in a reputable organization that offer greater challenges.

Experience

Inspector and Data Entry clerk | Coca-Cola HBC, Damietta | Jun 2022 – Dec 2022

- Make sure of the efficiency of the refrigerators, and in the event of damage, I report them to quickly come to carry out maintenance as soon as possible.
- Make sure all products in the company fridge are belong to the company and there are no products from the competitive company.
- Make sure there are no complaints from clients regarding the sales representative.
- Make sure that the client takes all the product.
- Deal with clients.

Cashier | Al-Malika sweets shop, Faraskour | Jun 2021 – Dec 2021

- Ensure customer satisfaction by providing prompt and friendly service. Interacted with event participants, providing information and ensuring their comfort and enjoyment.
- Assist in maintaining a clean and organized store, including restocking shelves, ensuring adequate inventory levels, and following established merchandising standards.
- Resolve any customer complaints in a timely and professional manner.
- Perform cash transactions with accuracy and efficiency.

Pharmacist assistant | Al-Zahraa pharmacy, Kafr Al-Arab | Jun 2019 – Dec 2019

- Processing sales transactions for medications and other pharmaceutical supplies.
- Restocking shelves with medications and other pharmaceutical supplies.
- Answering all incoming telephone calls in a professional manner.
- Taking inventory of all medication and pharmaceutical supplies.
- Accurately typing and printing out prescription labels.
- Ensuring that work areas are organized and clean.

Education

- **Bachelor of Commerce (Accounting – English Section)** Damietta University, Damietta, Egypt |
Sep 2018: Jun 2022

Certifications

- HSBC training Global Banking and Markets Virtual Experience program – HSBC Bank
- Reading Financial Statements – CFI
- Accounting Fundamentals - CFI
- Introduction to Banking - CFI
- ICDL - Specto

Skills

- **Computer skills:**
 - Advanced knowledge of MS office (Word – Excel – Outlook – PowerPoint – Access).
 - Typing speed and accuracy and proficiency in data entry software or systems.
 - Strong communication skills for email and chat support and Document management.
 - Good skills with Photoshop, illustrator and XD.
- **Accounting Skills:**
 - Prepare Financial Statements (Balance sheet Statement - Income Statement - Cash Flow Statement - Trail Balance).
 - Xero accounting software (in progress).
- **Teamwork:** Collaboration, Adaptability, Problem-Solving, Time management skills, Work under Pressure, Attention to details.
- **Languages:** Arabic (Native), English (Very Good), German (Basic), Turkish (Basic).

Additional information:

- Date of Birth: August 25, 2000
- Military Service: Completed.
- Marital Status: Single.
- Nationality: Egyptian.