

Name: Ahmed yehiea ahmed ali

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Objective:

To join an organization that will add to my career and that will provide me by experience in my field. Also, to obtain a challenging position in dynamic and competitive environment that will be integrated with my Knowledge of Accounting and interpersonal skills.

Education:

- Bachelor of Law - Ain Shams University May 2023.
- Higher Diploma In General Law 2024.
- Currently studying for a master's degree.

Experience:

Last Title: Administrative Officer, Human Resources Officer, Cost Accountant and Legal Affairs Trainee.

- **From May. 2020 till May. 2023 at TFS.**

Last Title: Lawyer Under Training.

- **From May. 2023 till Feb. 2024 at Gamal Saad Lawyers for Law &Consultations.**

Last Title: Legal Advisor, Executive Secretary and Office Manager.

- **From Feb. 2023 till June. 2024 at Hamdi Al-ajouni Lawyers for Law &Consultations.**

Last Title: Cost Accountant, Administrative Assistant, Branches Manager, Executive Secretary and Contracts Officer.

- **From July. 2024 till yet at Dishes and Taste Trading company.**

Qualification:

Generally:

- ✓ Able to work under pressure for long time.
- ✓ Able to learn new tasks very quickly, understanding audit approaches and organization policies.
- ✓ Excellent Leadership, time management and organization skills.

Communication Skills:

- ✓ Having the ability and flexibility to treat and deal with others.

Languages skills:

- ✓ Native language: Arabic.

- ✓ Good command of both Written and Spoken English.

Computer Skills:

- ✓ Excellent Knowledge of Windows Ms Word & Ms Excel.
- ✓ Excellent Knowledge of internet.
- ✓ Excellent knowledge of accounting software such as Foodics, Rawaa, Daftar and OODi.
- ✓ Good knowledge of dealing with government websites such as Qawi, Absher and Social Insurance.

Personal data:

- Date of birth: 19/07/2001.
- Nationality: Egyptian.
- Military status: Exempted.
- Marital status: Single.
- Passport: Presented upon request.

Signature:

Ahmed yehiea ahmed ali