



ARSHED ELSAYED EL SEDIK

Accounting & HR Administration

Profile

To be an asset to place of employment and to perform all assigned duties to the best of ability, as a Accounting & Administration tasks

Nationality : Egyptian
Mobile : 056-9510854
Email : arshedelsedik@icloud.com
Address : Dubai – UAE
Material status : Single
Address : Dubai – UAE
Date of Birth : 11-09-2000

Education

Bachelor's degree in Business Administration (Studied in English)

Delta University for science and technology.

2018 – 2022

Graduation project

First project: Solving Time Management

Second Project: Website & Customers Solutions

Courses

ICDL
Management Diploma
Marketing

Technical Skills

Accounting & Cost Accounting
Project management.
Business Administration.
Data Analysis.
Time management.
Organizational skills.
Problem solving.

Language

Arabic – Native
English – Very Good
Germany – Very Good

Work Experience

2017

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2021

NEW DAMIETTA PORT (Customs Department)

Assistant Accountant

- Verify supplier invoices that have been submitted for approval
- Booking the invoices and preparation of the Cheques to the suppliers after checking
- Check accounting accuracy of the payment vouchers
- Review accounts with other branches.

2021

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2022

METALEX FOR FIPER LASER AND BEND METAL

HR – Assistant

- Recruitment and selection
- Payroll and benefits administration
- Employee records and documentation
- Employee data management and reporting

2022

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2023

EL SEDIK BROTHERS HYDRAULIC & HEAVY EQUIPMENT REPAIRS

Accountant

- Manage all accounting transactions
- Prepare budget forecasts
- Publish financial statements in time
- Handle monthly, quarterly and annual closings
- Reconcile accounts payable and receivable
- Ensure timely bank payments
- Compute taxes and prepare tax returns
- Manage balance sheets and profit/loss statements
- Report on the company's financial health and liquidity

2023

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Now

MISR LIFE INSURANCE

Sales Man

- Consider the needs of customers of savings and insurance plans and pensions commensurate with income.
- I was the top producer in the branche at Dammietta .



References

Available with pleasure upone request