

# Resume

Accountant assistant, Data entry, store keeper, customer service specialist and reception specialist

## Personal details

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<b>Name</b>	Mostafa Menessi
<b>Email address</b>	mostafamenessi@gmail.com
<b>Phone number</b>	0525453095
<b>Address</b>	Alsa'adyat island Abu Dhabi
<b>Date of birth</b>	August 10, 1999
<b>Place of birth</b>	Egypt
<b>Driver's license</b>	Have
<b>Gender</b>	Male
<b>Nationality</b>	Egyptian
<b>Civil status</b>	Unmarried
<b>LinkedIn</b>	<a href="https://www.linkedin.com/public-profile/settings">linkedin.com/public-profile/settings</a>



## Education

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<b>Jun 2017 - Jul 2021</b>	<b>Bachelor's degree at accounting Faculty of commerce Alexandria University English section, Alexandria</b>
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## Employment

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<b>Oct 2023 - Present</b>	<b>Receptionist Alsalam charter school, Abu Dhabi</b>
<b>Mar 2023 - Aug 2023</b>	<b>Microfinance specialist</b>

I consent to the processing of my personal data for the purpose of recruitment for the position to which I am applying.

### **Tasaheel company, Kafr elshekh**

- Promoted the Tasaheel's products through direct marketing with customers.
- Build sustainable relation ships and engage borrowers. .
- Solved customer problem Sand responded to inquiries.
- Completed the data of new and exist borrowers.

**Feb 2022 - Sep 2022**

**Data entry and accountant  
Ellithy group for fertilizer, Alexandria**

**Aug 2021 - Dec 2021**

**Junior accountant  
Pharama oversies, Damanhour**  
Left the job because the military service

**Jun 2019 - Oct 2019**

**Sales representative  
Alforsan clothes company, Cairo**

## **Skills**

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**Microsoft office specialist** Very good

**Team work** Excellent

**Customer service** Very good

**Problem solving** Good

**Communication** Very good

## **Languages**

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**Arabic** Fluent

**English** Very good

## **Courses**

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**Sep 2021** **COMMERCIAL EXCEL, QUICK BOOKS, PEACH TREE**

**Sep 2021** **Microsoft office specialist**

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## **The History of the Stock Market**

Workshop from the Egyptian Stock Exchange.

# **Internships**

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**2021**

**Accountant**

**Pharama oversies, Damanhour**

2021 summer training in Pharma Overseas

**2021 - 2021**

**Teller**

**Bank misr, Alexandria**

training at Banque Misr 2021

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