**Hossam Hassan gamal Hassan**

**job title: -**

* Accountant - Data entry
* customer service - sales
* Computer teacher assistant

**personal information: -**

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* [www.linkedin.com/in/hossam-hassan-6077a6229](http://www.linkedin.com/in/hossam-hassan-6077a6229)
* birth date: 01/09/1997
* address:- United Arab Emirates- Abu Dhabi - Al Ain

**Summary**

* Data entry and accountant: Creative and innovative in data entry with [3] years of experience in using Office programs (80%).
* I’m an expert in dealing with computers (90%), and I also taught computers at a stage from the beginning of my career.

**Experiences professional**

Practical Training (09/2018 – 06/2019)

* The process of incorporating innovative methodologies, such as play and learning evidence projects,
* I’m teacher assistant practical education inside Egypt.

Practical Training (09/2019 – 06/2020)

* I’m learned 90% Computer teacher Second teacher education inside Egypt.

Practical Training (01/2021 – 03/2022)

* I’m Training on the basics of teaching.

 National service (09/2020 – 12/2020)

* I’m finished National service has been completed from

 data entry (05/2022 -06/2022)

* I’m trained in Abu Dhabi data entry Increase my education.

 Accountant (06/2022 – 07/2022)

* I’m worked in a library in Al Ain, printing transactions and projects Learn.

 Data entry and accountant (07/2022- Until now)

* I am currently working in Al Ain Bab Al Rayan Library Clearing transactions and data entry Professional degree (100%).

**Education**

* Computer major.
* Faculty of Education, Computer Department, Mansoura University in Egypt (08/2016-08/2020) Bachelor's degree (80%).
* ICDL certificate (07/2019) excellent.
* Certificate of experience in the English language from the Ministry of Tourism and Hotels (06/2016 – 09/2016) Excellence degree

**Volunteers**

* Volunteering in the Emiraties Red Crescent.
* Volunteering in science for the sake of the Emirates.
* Volunteering in literacy education

**Languages**

* Arabic (Excellent).
* English (good).

**skills**

* Using the Word.
* Using the PowerPoint.
* Using the Excel.
* Complete data entry and browsing.
* Comprehensive Software knowledge.

**Printing**

* Use all printers to print.
* Ability to perform a print scan.
* Ability to print files.
* The ability to send emails.
* Ability to answer phones.
* Ability to schedule appointments.

**Mental skills**

* Coordination
* Development
* Administration
* Supervision
* Review
* Inspection
* Auditing
* Budget
* Leadership
* Accounting
* Finalizing monthly accounts

**work achievements**

* Evolution of myself
* Develop scientific thinking
* Develop practical thinking

**Skills Summary**

* Commitment to working hours.
* Design Process.
* Project Management.
* Desire to learn new skills
* Dealing with the computer
* Full adaptation to work within the work team
* Have a good ability to build constructive social relationships
* Send and receive email
* Microsoft Office (Word, Excel, Outlook, PowerPoint) Expert database systems.
* ability to quickly learn and adapt to new technologies knowledge of.

**Services**

* Social development treatment.
* clearance processing.
* Clearing the treatment of the judicial department.
* Clearing dealings with the General Authority of Abu Dhabi Police.
* Clearance processing Ministry of Interior.
* Clearance of the Department of Health treatment.