



# Abdallah Mohamed Abdulnaby

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## OBJECTIVE

Seeking a position as an accountant where extensive experience will be further developed and utilized. Extensive experience to the credit. I join and strive to expand my horizons in reaching the pinnacle.

## WORK EXPERIENCE

### Amanco

Dec 2022—Tell Now

#### *Accountant*

- Prepare asset, liability, and capital account entries by compiling and analyzing account information
- Document financial transactions by entering account information
- Recommend financial actions by analyzing accounting options
- Secure financial information by completing database backups
- Verify, allocate, post, and reconcile transactions

### Unionaire

Jun 2020 — Oct 2022

#### *Data Entry Clerk*

- Focus on accuracy and speed in data entry tasks, highlighting any metrics or benchmarks you achieved.
- Describe how you organized and managed large amounts of data, including any tools or systems you used to streamline the process.
- Highlight any experience with data analysis or quality control, demonstrating your attention to detail and ability to identify errors.
- Showcase your ability to work independently and efficiently, while also being a team player and collaborating with others when necessary.

### Egypt Gas company

Sep 2018 — May 2020

#### *customer service*

- Maintain customer accounts and record account information.
- Oversee customer financial accounts and process customer adjustments.
- Make product recommendations or services to customers based on their needs and preferences.

### Ghataty Tires & Batteries

May 2015 — Aug 2018

#### *CASHIER*

- Provides a positive customer experience with fair, friendly, and courteous service.
- Registers sales on a cash register by scanning items, itemizing and totaling customers' purchases.
- Resolves customer issues and answers questions.
- Processes return transactions
- Bags purchases if needed.

## TECHNICAL SKILLS

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- Advanced knowledge of Microsoft ® Windows
- Advanced knowledge of Microsoft ® Office package

## EDUCATION

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Bachelor of Commerce  
Thebes Higher Institute of Computer & management sciences

SEP 2018 — MAY 2022

## LANGUAGE

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- Mother language: Arabic Native
- Second language:
- English
- good command write and spoke

## INTERESTS

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- football
- reading

## INTERPERSONAL SKILLS

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- Excellent communication skills.
- Organized thinking, dedication, loyalty, self-motivated.
- Great ability to work under pressure.
- Creativity, honesty, patience, neatness.
- Hard worker and appreciate teamwork