



# Mohamed Awad

A professional accountant, I have 14 years of work experience in the areas of administrative and organizational work and financial accounting. I also have experience in the field of marketing and design. As I always strive to develop my skills and acquire new experiences to increase my practical experience, which allows me to contribute to my success at work and the success of the institutions and entities that I work with.

## PERSONAL

- Marital status Single
- Egyptian nationality
- Religion Muslim
- Date of birth 27-05-1985

## EDUCATION

- Bachelor of Commerce (Accounting)
- Master of Business Administration

## CONTACT

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Al Taawun Building No. 3

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   Mohamed Awad - محمد عوض

## WORK EXPERIENCE

- Personnel Administration Officer Preparing and implementing recruitment processes and personal interviews; Enhancing worker culture and raising organizational efficiency by evaluating employee performance; identifying training needs to improve performance; Implement reward programs for employees including salaries, incentives, and health and social insurance; Dealing with employee complaints and working to promote and build positive employee relations within the organization; Follow up on laws and regulations related to human resources, such as labor laws and occupational safety and health policies Fatty Acid Factory 2005-2007
- Responsible for the technical office, administrative works, public relations, and follow-up of the work of the ISO documentary cycle (9001 & 1400, 1800 occupational safety & 22000 food safety). fatty acids factory from 2007 to 2009
- Accountant and financial auditor Reviewing financial transactions, monthly analysis, compilation of financial information, reconciliation of reports and financial statements. Royal Chemical Company from 2009 to 2011
- Responsible for the planning and follow-up department for the final accounts of the production process and working on the Oracle accounting program. Royal Chemical Company, from 2011 until now.

## ACADEMIC COURSES

- Diploma in Marketing Management
- Diploma in Human Resources
- Obtained the Accounting Program of the Trade Union (Review of final accounts and bookkeeping) (commercial profit taxes - value added taxes)
- Obtained the training program (port management, ship operation and logistics) Arab Academy for Technology and Maritime Transport
- Obtained the training program (preparation of leaders - emergency leaders) Leaders Foundation
- Obtained the training program (international arbitration and dispute resolution)
- Leadership Preparation Diploma from the Arab Institute for International Studies and the Arab Union
- He holds a training program (time management - strategic planning - human development and self-development)

## SKILLS

- Leadership and responsibility
- Communication and building relationships
- Team management
- Persuasion and negotiation
- Decision making and crisis management
- Planning and developing business strategies

**MOHAMED  
AWAD**



Hello ...

I am writing a letter of interest in regards to the position in your company. Your company is known for its innovation, professionalism, and results-driven marketing strategy, which is why I am certain I would make a valuable addition to your team. I would be interested in learning more about the company and available opportunities, so I have enclosed my resume for your consideration.

I am confident that my experience in this field will be an asset to your company. As you will see on my resume, I have a proven record of achievements, which will allow me to make major contributions to your company.

I look forward to speaking with you to discuss how my experience and abilities match your needs. I will call you on the day of the week to see what day and time fit your busy schedule. Don't hesitate to contact me at your phone number or contact me by email at your email address should you have any questions. I look forward to speaking with you.

**Greetings to all**

**MOHAMED AWAD**