

Sally Adel Ahmed Alshamy

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Objective

Obtain a position as a customer service agent and accountant, where previous experience, skills, and academic background can be utilized and further developed.

Education

June 2021

Bachelor of Commerce, Suez Canal University (SCU), Ismailia

- **Grade:** Very Good/Honors
- **Department:** Accounting

Experience

October 2021 – January 2024

Accountant in Training (Public service), Department of Finance, Ismailia Governorate.

- Gained knowledge about payroll systems in the government.
- Organized paperwork and files.
- Completed documents and filled paperwork.
- Answered inquiries and helped with different tasks.
- Registered information into the computer system
- Customer service employee at the postal Distribution company (one year of work experience)

Courses and Certificates

October 2021

International Computer Driving license (ICDL), British Institute, Ismailia.

- **Modules Included:** Windows - PowerPoint - Excel - Word - Access - Email

Skills

Interpersonal:

- Team Work and Communication Skills
- Organizational and Problem Solving skills

Computer:

- Fast typing and Data Entry skills.
- Very Good knowledge of Microsoft Office (Word - Excel – Powerpoint - Internet)

Language:

- Very Good command of English (written/spoken).