



# AHMED MOHAMED

## ABOUT ME

I'm looking for challenging job with a rapidly growing organization that can provide me with a range of goals and job objectives within a contemporary and economical business setting

## CONTACT

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Fujairah

## PERSONAL DATA

Date of birth : 18/12/1993  
Nationality : Egyptian  
Marital status : married

## LANGUAGES

- ARABIC. : MOTHER TONGUE
- ENGLISH : GOOD

## COMPUTER SKILLS

- Microsoft Office
- Typing speed in English and Arabic

## PERSONAL SKILLS

- leadership
- Teamwork
- Organization
- Responsibility
- High communication skills
- Ability to work under pressure

## EDUCATION

Bachelor of Accounting and Business

- Misr Higher Institute for Commerce & Computers | 2016

## WORK EXPERIENCES

### Accountant

Elrajeh for Export Co | 2019 - 2021

- Assist with the preparation, analysis and verification of accounting records, financial statements and reports to ensure accuracy and adherence to reporting and procedural standards
- Provide financial status information by preparing special reports completing special projects
- Collect, categorize, calculate, verify and enter data to maintain accurate records
- Provide financial status information by preparing special reports; completing special projects
- Assist with tax filings

### Customer Service

Hyper One Super Market | 2013 - 2016

- Collect and analyze customer opinions
- Dealing in a tactful manner based on sophistication and respect with clients
- Answering various inquiries in a simple and clear way
- The ability to build long-term relationships with customers to ensure their loyalty to the company
- Provide information requested by the customer about the service or product

## ACCOUNTING SKILLS

- Preparing accurate financial reports to comply with accounting principles and practices
- Participate in the development of budget and financial forecasts