



Hassan Tahoun

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EDUCATION AND TRAINING

08/2013 – 09/2017

BACHELOR'S DEGREE IN COMMERCE.

Faculty of Commerce Menoufia University

- **Grade:** Good with Honor.
- **Main Subjects:** Cost Accounting. Financial Accounting, Management, Corporate Accounting.

WORK EXPERIENCE

3/2018 – 3/2022 – madinatay, Egypt

1) STORE ACCOUNTANT AT ALEXANDRIA CONSTRUCTION COMPANY (TALAAT MOUSTAFA GROUP).

The Tasks:

- ✓ Add and review invoices for warehouse suppliers.
- ✓ Making extracts of contractors for the store.
- ✓ Follow-up of exchange and incoming for the store.

3/2022 – CURRENT – madinatay, Egypt

2) AUDITOR AT ALEXANDRIA CONSTRUCTION COMPANY (TALAAT MOUSTAFA GROUP).

The Tasks:

- ✓ Reviewing purchase requisitions for procurement representatives.
- ✓ Follow up the exchange of spare parts for the company's stores.
- ✓ Review the consumptions of all the company's stores.
- ✓ Reviewing the electronic invoices of the company's stores.
- ✓ Review stock balance needs.
- ✓ Review of scrap stores.

07/2020 – 08/2022 ,GENA, Egypt

3) ACCOUNTANT AT ALEXANDRIA CONSTRUCTION COMPANY (TALAAT MOUSTAFA GROUP) IN West Qena project.

The Tasks:

- ✓ Accountant and administrative auditor for the entire project.
- ✓ Work as a human resource official for the company.
- ✓ Review the consumptions of all the company's stores.

● CERTIFICATES

- CMA IN Ain-Shams University.
- Certificate of development of warehouse accountants.

● TRAINING

Agriculture Bank of Egypt - July 2016 to September 2016

- Opening an account for customers and working directly with clients.
- Making letter of credit and guarantee at credit department.
- Helping in checking the nancial documents and bills at Operations department.
- Assist with the progress of Mortgage at customer services department.

● VOLUNTEERING

03/2014 – 07/2015

Team member of the (Ahla shabab) team.

- 1.Organized parties for orphans and for the elderly.
- 2.Organized a fundraising organization for the poor.

01/2014 – 07/2014

Team member of Life Makers Organization.

- 1.Worked as a math and science teacher in an orphanage.
- 2.Organized a fundraising organization for the people of Gaza.

● LANGUAGE SKILLS

Mother tongue(s): ARABIC

Other language(s): ENGLISH

● COMPUTER SKILLS

- Microsoft office (Excel, Word, PowerPoint).