

# Shwikar Syed Mustafa Mohamed

## brief about me

I am Shwikar Sayed. I am 23 years old. I would like to work in an administrative job that suits my academic qualifications. It requires an individual with knowledge of preparing financial reports and examining and analyzing various accounting records to apply my skills and information to develop the workplace and gain the experience I need.

## COMPETENCES

### professional

Microsoft Office	●●●○○
PowerPoint	●●●●○
Exel	●●●○○
word	●●●○○

### languages

Arabic	●●●●●
English	●●●●○

## Personal skills

Seriousness and discipline

Tact and good behavior

And the ability to manage time

Ability to coordinate and organize

The art of communicating with others

Ability to adapt within the work team

## training courses

2016 - 2017

- An English course at CIC Center affiliated and accredited by Helwan University - the level is good

A course in accounting diploma at CIC Center affiliated and accredited by Helwan University 2017 - 2018

- (The course was passed with a very good certificate)  
- Computer course "Microsoft Office programs, Word, Excel" 2017

## FORMATION & CONTACT

Date of Birth / 4/20/1998

Marital status /Single ☐

Nationality / Egyptian

Religion / Muslim

Academic Qualification / Bachelor's degree in Commerce and Business Administration ☐

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## PROFESSIONAL EXPERIENCE

31/7/2019

2/8/2019

10/1/2020

30/11/2021

- Training at the Egyptian Agricultural Bank and successfully passed
- Public service requirement in social insurance in engineering management
- One year training on reviewing the extracts and their items, writing notes and recording the extract's items on the Excel program, making a balance, a priority bid, and a disbursement form for contractors, and arranging the extract papers in the archive.

## Qualifications

2016-2020

- Helwan University Faculty of Commerce and Business Administration Graduate with a Bachelor's degree in Commerce and Business Administration Accounting Division - Regular session of May 2020 with a grade of "Good"

2014-2016

- Martyr Osama Ahmed Mohamed Secondary School for Girls, Literary Division

2005 – 2014

- Al Safwa Private Primary and Preparatory School with honors