



# Hagar Tarek Ibrahim

## Accountant

### EDUCATION

Bachelor of Commerce – Damanhour University , 2018

**Major:** Accounting - English Section.

**Grade :** Good //

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✉ Hagartariq96@gmail.Com

25 July 1996

28 Khalil Hamada St., Sidi Bishr  
Alexandria , Egypt

### OBJECTIVE

Employ my knowledge and experience with the intention of securing a professional career with opportunity for challenges and career advancement, while gaining knowledge of new skills and expertise.

### LANGUAGES

- English (Good)
- Arabic (Native)

### Skills

- Participation in Charity foundations and organizing events.
- I have a lot of experience in volunteering activities that is very important at any environmental work.
- Attending several sessions in human development skills and communication skills, presentation skills.

### REFERENCES

- Can be provided up on request

### WORK EXPERIENCE

**Mr. Samir Omar Accounting office , Alexandria Sep 2022 - Dec 2022**

**Position: Accountant**

**Duties and Responsibilities:**

- Complying with all company, local, state, and federal accounting and financial regulations.
- Compiling, analyzing, and reporting financial data.
- Creating periodic reports, such as balance sheets, profit & loss statements, etc.
- Presenting data to managers, investors, and other entities.
- Maintaining accurate financial records.

**ElMeza Company for Device installment , Alexandria Jan 2020 – Agu 2022**

**Position: Reception and customer service**

**Duties and Responsibilities :**

- Communicating with customers through various channels.
- Acknowledging and resolving customer complaints.
- Knowing our products inside and out so that you can answer questions.
- Processing orders, forms, applications, and requests.
- Keeping records of customer interactions, transactions, comments, and complaints.
- Direct visitors to the appropriate person and office
- Ensure reception area is tidy and presentable, with all necessary stationery and material (e.g. pens, forms and brochures)
- Receive, sort and distribute daily mail/deliveries

**Al-Fanar Medical Laboratory , Alexandria Jul 2018 – Dec 2019**

**Position: Accountant**

**Duties and Responsibilities:**

- compiling and presenting reports, budgets, business plans, commentaries and financial statements
- analysing business plans
- negotiating the terms of business deals with clients
- meeting and interviewing clients
- managing colleagues.

### COURSE ATTENDANT

- I.C.D.L
- Commercial Excel
- Financial accounting course
- Preparing the general daily financial statements and the trial balance in totals and balances in the American way and the general ledger account and the assistant professor in the French way