

EBRAHIM EZZAT

Senior Accountant

EL 40TH STREET GESR EL-SUEZ

Phone: 01006159409

Email:

EBRAHIMEZZAT111@GMAIL.COM

PERSONAL SUMMARY

An ambitious, enthusiastic and talented individual with a strong aptitude in accounts. With an excellent grip over Microsoft Excel I am looking for an entry level position as an accounting assistant to contribute to the company's growth with my interpersonal skills and subject knowledge. I am currently looking to work for an employer who offers a modern and friendly working environment.

ACADEMIC QUALIFICATIONS

College of Commerce
Bachelor of Accounting Business
Administration

2007 – 2010

Grade: Good

KEY SKILLS AND COMPETENCIES

ACCOUNTING

- Bookkeeping
- Budgeting processes
- Processing invoices
- Auditing
- Expense claims
- Administrative affairs
- Online Banking
- SAS's USER

PROFESSIONAL

- Microsoft Excel
- Microsoft Access
- PowerPoint
- Recordkeeping
- Numeric Data processing
- Financial Data Analysis
- Stock Exchange Affairs

PERSONAL

- Teamwork
- Listening skills
- Communication skills
- Time management
- Meeting deadline
- Quick learner
- Affairs management
- Hardworking
- Knowledge passion

PERSONAL SKILLS

- Well organized, reliable, punctual and competent.
- Detail Oriented.
- Excellent communications skills and able to liaise with customers & suppliers.
- Good IT systems knowledge and be able to adapt to new procedures quickly.
- Updating job knowledge by participating in continued educational.
- Knowledge of online business transactions.

EXPERIENCE:

- Senior ACC Distributor's Uniliver –Egypt From 09-2011 Till now
- General ACC Al yatherib for Trading from 10- 2010 Till 08-2011

INTERNSHIP EXPERIENCE:

- Moawad's Accountants & Taxes Consultants From 11-2008 Till 10-2010

REFERENCES

Available on request