



# Ali Younis Shalaby Barakat

Alexandria - Mandarah – Mohamed Atiah Street

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## • Career Objective:

I am looking forward to obtain a position within the field of accountant which fully utilize both my technical and managerial abilities as a hard-working accountant and enhance my skills , educational and professional knowledge.

## • Education:

- Faculty of commerce      Alexandria University
- **Department:**              Accounting Department (B.Sc. Degree)
- **Graduation year:**        2017
- **Overall Grade:**            Good ( 76.88 % ).

## • Employment Experience:

### ❖ El- Basma pharmacies chain.

- Branch manager ( from    8/2021    till   now ).
  - **Tasks and experiences:**
    - \* Document and maintain invoices and documents to ensure they are paid in a timely manner.
    - \* Updating financial records.
    - \* Preparing salary data.
    - \* Preparing and reviewing daily sheets.
    - \* Review and close claims.
    - \* Preparing monthly reports.
    - \* Shift manager.

### ❖ Medica life for medical supplies and cosmetics.

- General super visor (from    6/2019    to    7/2021).
  - **Tasks and experiences:**
    - \* Preparing claims.
    - \* Supervising tele sales.

- \* Supervising and reviewing preparing orders.
- \* Data entry.
- \* Dealing with customer problems and solving them.
- \* Preparing salaries.
- \* Preparing monthly reports.
- \* Preparing and reviewing daily sheets.

❖ **Amr Shalaby pharmacy.**

- Shift manager ( from 8/2018 to 6/2019 ).

– **Tasks and experiences:**

- \* Closing claims.
- \* Request medicine from companies.
- \* Enter invoices.
- \* Selling to customers.
- \* Locking shifts.
- \* Preparing monthly reports.

❖ **El Manway pharmacy.**

- Pharmacist assistant ( from 1/2018 to 8/2018 ).

– **Tasks and experiences:**

- \* Cashier.
- \* Selling to customer.
- \* Enter invoices.
- \* Request medicine from companies.
- \* Locking shifts.

❖ **Land Mark Tourism company (Mirage Hall).**

- Assistant director of human resources ( from 6/2017 to 12/2017 ).

– **Tasks and experiences:**

- \* Preparing a recruitment plan according to the approved regulations .
- \* Preparing an employee database and updating it periodically.
- \* Monitoring employees working hours and preparing a movement report for them.
- \* Follow up on employees vacations and violations.
- \* Preparing salary data.

- **Courses and Computer Skills:**

- \* Commercial Excel at faculty of Commerce ,Alexandria University.
- \* MS Office ( Excel , Word , ....)

- **Language Skills:**

- \* **Arabic :** Native Language.
- \* **English:** Speaking , Reading and Writing.
- \* **French :** studied in high school.

- **Personal Information:**

- \* **Name :** Ali Younis Shalaby Barakat
- \* **Nationality :** Egyptian
- \* **Date of Birth :** 6/7/1994
- \* **Gender :** Male
- \* **Marital Status :** Married
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