

MOHAMED IBRAHEM SAYED

Accuontant



📍 EGYPTIAN

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🎂 12-04-1996

🏠 Imbaba,Giza

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♂️ male

PROFILE

A highly organized and hard-working individual looking for a challenging role in a reputable organization to utilize my technical, and management skills for the growth of the organization as well as to enhance my knowledge about new and emerging trends in the Finance sector

EDUCATION

09-2014 → 05-2018 **University Of Helwan , Faculty Of Commerce**
Accounting

WORK EXPERIENCE

- 12-2021 → present **Atef Ramadan office for Auditing & Taxes**
Accountant
- Collaborate with Financial Managers and other team members to successfully execute various accounting tasks.
 - Create financial documents such as bills, invoices, pay-orders, payables, receivables and purchase orders.
 - Deal With governmental procedures , Taxes , Commercial Agencies .
- 09-2018 → 12-2021 **B.Tech**
Coordinator - Maintenance Department
coordinated tracer activities; Conducted client assessments; Screened and trained new employees
- 01-2018 → 07-2018 **Mobee Outsourcing**
Telesales
Selling Discount Vouchers
- 02-2016 → 12-2017 **Balaal Markets**
Casher
Dealing with Customers
- Cash in & out

PERSONAL SKILLS

- ✓ Networking, negotiating, and problem-solving skills
- ✓ Able to work on my initiative or as part of a team
- ✓ Excellent conceptual and analytical skills
- ✓ Managing tasks and problem-solving skills
- ✓ Detail oriented, strong organization and a high degree of accuracy
- ✓ Analysis and Decision-Making skills

SOFTWARESKILLS

Microsoft Power Point ●●●●○○

Microsoft Word ●●●●●○

Microsoft excel ●●●●●○

LANGUAGES

English ●○○○○○

Arabic ●●●●●●

HOBBIES



Swimming



Football

COURSES & CERTIFICATIONS

- Microsoft Office : Learning Functions Of Excel , Word & Power point