





# Michael Saleh Aziz

Accountant

## CONTACT

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Alexandria , Egypt

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## LANGUAGE

- Arabic (Mother Tongue ) .
- English ( Good ) .

## PERSONAL SKILLS

- Very good communication skills .
- Patience and self-motivation .
- Analytical and planning skills .
- A flexible approach to work in order to adapt to changes .
- Strong teamwork and networking skills .
- Excellent Presentation Skills .

## PERSONAL INFO

Date of Birth : 25th of july 1992 .

Nationality : Egyptian .

Military Status : Exemption .



## OBJECTIVE

Junior accountant looks forward to obtain an accounting position where I will be able to contribute my skill, knowledge and experience to a company that will give me an opportunity to develop my career.



## EDUCATION

2009 - 2013 ● Graduated from Faculty of commerce - Alexandria University .  
Business and Money Department .  
Grade : Fair .



## WORK EXPERIENCE

2017- Present ● Accountant at Mr.Mimi Mahrous's Accounting office .

2016 - 2017 ● Worked at UCP (United Company of Pharmacists ) .

2016 ● Worked at pharmaplast .

2015 ● Sales trainee at Barclays Bank .



## ACHIEVEMENTS

- PFA (Professional Financial Accountant) course .  
At Mr Hazim Hassan's office .
- Commercial Excel course at EAAC .  
At EAAC Group for Training& Consultancy.
- Microsoft office products: Word, Excel , Power Point .
- Basic Accounting system and Budgeting .



## SKILLS

- Prepares asset, liability, and capital account entries by compiling and analysing account information
- Recording financial transaction.
- Prepare journal entries and reconciles general ledger.
- Posting Journal entry to the accounts
- Experience in general accounting.
- Preparing financial statements



## VOLUNTEERING WORK

2012-Present ● Volunteer at one of church services called " El Qafila"  
- helps Upper Egypt's families and kids  
- Eldery , homeless and african kids  
- prepares parties for kids at 57357 hospitals