**Name: Mohamed Sobhy Salim Ali**

**Date of birth: 1-7-1984**

**Marital status: Married**

**Place of residence: Banha - Qalyubia Governorate**

**Phone number: 01001026293**

**Academic qualification:**

**Bachelor of Commerce - Accounting Division**

**Enlistment position: final exemption**

**\*Professional skills:**

**I have been working at Altadamun Microfinance foundation in** **Financial Department**

**since 2009 until now**

**\*career :**

**-As a branch accountant since 2009 to 2018**

**-As a financial and administrative officer in Mansoura Aria since 2018 to 2021**

**-As a regional financial and administrative officer for the Alexandria** **region, since 2021 Until now**

**Current job duties:**

**\* Financial management tasks:**

**-Hiring, training and monitoring new accountants**

**-Reviewing branch collections and following up on deposits in banks**

**-Reviewing the monthly closing of the region's collections**

**-Review the monthly expenses of the branches**

**\* Duties of the Administrative Affairs Department:**

**-Follow-up contracting for new branches and equipping it with the necessary furniture**

**\* Duties of the Human Resources Department:**

**-Follow up and review the time reports of employees**

**-Conducting interviews for new employees (accountants + office assistants)**

**-Finalizing the signing of contracts and receiving the justifications for the appointment of employees**

**-Completion of the procedures for signing the resignations of employees**

**Courses:**

**-pfa (Professional Financial Accountant)**

**-** **Modern trends of human resources management**