

C.V



Objectives

- Seek for a job in accounting field to build my career

Personal Information

Name : Mohamed Essawy Mohamed Elhandoum

Address : Uae

Birth date : 7/6/1990

Marital status : Married

Nationality : Egyptian

Visa : Resident

Mob. No. 00971523147887

E-mail : Mohamedessawy2014@live.com

Basic Education

- Bachelor's from Faculty of Commerce from Tanta University (Accounting-2011)Grade: Acceptable

Languages

- Arabic : Mother language.
- English : Good (Writing, Reading and Speaking)

Courses

- Computerized accounting course from (EIRD)
- QuickBooks Pro and Premier 2009 with a proven track of applying accounting knowledge, Peachtree
- Cycle of human development (Negotiation and Persuasion Skills)
- Diploma entitled Computerized Accounting by Excel

Computer Skills

- ICDL

Experiences

1. Work as accountant in Izone Company for Electromechanical from 11\2018 till now.

- ✓ Receive deposits and cash payments from customers and issue receipts
- ✓ Follow up cash deposits to company account in bank
- ✓ Receive and follow up the rejected cheques until they are collected either cash or in the bank
- ✓ Receive cheques from customers and issue receipts
- ✓ Save documents of payments and receipts
- ✓ Update treasury tracking sheet day by day and follow up their entries on financial systems
- ✓ Assist in deliver due payment cheques to brokers
- ✓ Prepare the bank requests to withdraw customer cheques in special cases
- ✓ Pay the salaries and expenses of the company in accordance with the regulations and procedures

2. Work as accountant in Alpha feed Company for Feed& Poultry from 5\2014 to 10/2018

3. Work as Salesman in Daties KSA Company in Global village in Dubai from 10/2013 to 4/2014

4. work as Order Taker in Sea Group Hotel in Sharm el-Sheikh from 8/2012to 8/2013

Personal Skills

- Communication skills, Team working
- Ability to work under pressure, self-motivation
- Time management, Work accurately