

**Full Name:**

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PERSONAL INFO.

Date of birth: February 10, 1994

Nationality: Egyptian

Marital status: Single

EDUCATION

- The Arab Academy For Science, Technology & Maritime Transport graduates 2019
- Bachelor degree in Business Administration, Finance and Management
– Arabic Section
- Maali El Salam Language school 1997 – 2011
High school grade: 85 %

LANGUAGES

Arabic (Mother
tongue)

English (Very good)

French(Basic)

COURSES

- SAP User
- Odoo
- Communication skills
- Electronic Invoice

Work Experience**Hoven(Saudi Company) june 2024 – Current**

- Inventory Control
- Customer and supplier accountant
- Post transaction to journals and other Odoo systems

Essam Aldin For wood trade (Dec 2023 – April 2024)

- Customer Accountant.
- Reviewing treasury
- Doing Electronic Invoice

Ibn Al Nile Fire Fighting (June 2023 –Nov 2023)**Responsibilities:**

- Accountant.
- Doing Electronic Invoice
- Admin of Custody

TITAN Cement Egypt (TCE)

July 2021- April 2023

Responsibilities:

- Receiving and verifying invoices for goods and services.
- Admin of Custody of TBA
- Issuing the daily checks and following up them.
- Post transactions to journals and other ERP systems (SAP).
- Auditing on all the Branches and Control their Permanent Cash Custody and Payments.

• Skills: SAP UserTracking & updating stocks both on sheets
&computerized systems.

- Verifying periodically the matching between physical quantities in stocks with those indicated in the soft solution.
- Follow up on imported purchase orders and processes, ensure continuous system update with stock level and note discrepancies upon receipt of shipments.