

## **Ahmed Mohamed rabea**

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### **Personal Information**

Date of birth : 15<sup>th</sup> of July 1989

Nationality : Egyptian

Sex : male

Military service : complete

Marital status : married

### **Objective:**

Ambitious to join a leading Organization where I will have the opportunity to apply my skills and acquire knowledge in my specialization to increase the present value of my company and myself .

### **Education:**

- Bachelor degree , Faculty of Commerce –helwan University 65% Good(2011)
- Diploma in Accounting and auditing - helwan University 79.5% Good(2014)
- CMA Certification part one

### **Language Skills**

- Arabic :Mother Tongue
- English : Good ( Written and Spoken )
- French:Fair (Written and Spoken)

## **Work experience**

### **I'm currently working in Cleobatra hospitals Group**

from the date of 1.07.2014 untill now

- 1) recording the daily operations
- 2) Follow-up customer accounts
- 3) Responsible for patient accounts and handling
- 4) Responsible for the customer account at the hospital
- 5) a review of bills of exchange and receipt
- 6) Review the Bills internal clinics and settlement Covenant
- 7) Review the emergency revenues and settlement advances
- 8) Review what has been recorded in the US daily
- 9) Follow-up banks and securities accounts payable
- 10) Review patient bills according to agreed rates
- 11 ) Responsible for calculating the allowance for doubtful debts
- 12) Responsible for the balance sheet and P&L every quarter to Know the financial position of the facility

### **Brioni elharam Company** from 10/10/2013 until 25/6/2014

- 1) cashier
  - 2) sales record
  - 3) recording purchases
  - 4) Recording general and administrative expenses
  - 5) the work of the income statement and balance review
  - 6) the balance sheet and financial statements complementary balance sheet work
- He holds a certificate of experience from the office also a good attitude and dedication to work

### **after the end of military service**

Worked in telecom Egypt in the period from 15/3/2013 until 30/09/2013  
Customer service

## **Professional Skills**

### **Computer Skills:**

- Microsoft Office ( Word, Excel, PowerPoint )
- V. Good Internet Searcher

### **Personal skills**

- Highly motivated and goal-oriented
- Keen on working in a team

## **Interests**

- Interested in music and fashion
- Interested in charity activities
- Interested in swimming and playing football

**References** *Available on request*