

Mohammed Ragab Mokhtar Ibrahim

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Objective

- ♦ Very excited to get a job in the accounting sector

It matches my educational background and skills in your esteemed institution, and to be an effective partner in the company's work team for its advancement.

Educational qualifications

- ♦ Bachelor's degree commerce English section from shibin elkom menoufia university
- ♦ Major : Accounting

Courses

- * **ICDL** (Excel + Word + Power point) self -study.
- * **ORACLE FINANCIAL CLOUD/ ORACLE FUSION CLOUD APPLICATION**

BY NEXT ACADEMY AS ORACLE FINANCIAL CONSULTANT AND IMPLEMENTOR

- ❖ Configuration Enterprise Structure on oracle cloud application
- ❖ Configuration account payables(AP) on oracle cloud application
- ❖ Configuration account receivables(AR) on oracle cloud application
- ❖ Configuration cash management on oracle cloud application
- ❖ ORACLE FINANCIALS CLOUD: Configuration ASSETS FUNDAMENTALS
- ❖ ORACLE FINANCIALS CLOUD: Configuration TAX

1-Work experience

- ♦ I have experience as a direct sales representative for the National Bank of Egypt for personal loans with salary guarantee and credit cards, as well as business banking loans and loans for payment machines for shops (National Bank of Egypt)
- ♦ I have many clients of the National Bank of Egypt for whom I have completed loans, and I followed the duration of the loan cycle until it enters the approval stage from the National Bank of Egypt's management and enters the stage of booked
- ♦ I was well trained at the National Bank in order to have the skill to convince customers during my direct meeting with the customer and study the policies of the National Bank well and anticipate the questions of customers through the continuous practice

of marketing the National Bank products of all kinds of loans, credit cards of all kinds, current accounts and savings accounts, and to convince the customer to create the need for the customer. Thus, the customer is talked about with the bank's products, the features of the products and the benefits that accrue to him from using these products in his working life and changing his financial and economic level.

- ◆ In addition to that, as a bank employee, I must calmly absorb the customer's anger and understand his problem and calm him down and work on solving it as soon as possible because this indicates the efficiency of the banking service in the bank, which gives high popularity to the bank and attracts the largest base of customers to this bank
- ◆ I, as a bank employee, meet the customer with a warm welcome and a smile that indicates the welcome to him and gives him a good impression about the bank and the comfort in dealing with our bank. Its products are different from any other bank
- ◆ I worked well in the National Bank of Egypt first in order to obtain a large customer base for the National Bank by meeting the customers face to face inside the National Bank of Egypt and doing customer service and leaving the headquarters of the National Bank of Egypt and going to the government buildings from the courts, hospitals and police departments And many governmental places in various fields and the expansion of the bank's customer base through the presentation of the bank's products. Through my personal phone number, where I leave it at the government authority or any place before leaving, as if the customer wants any service from the National Bank, he contacts me through my phone number, where I end the service he wants in the branch he belongs to. I direct it to the nearest branch and call the customer service inside that branch to receive it.
- ◆ I have experience in account Receivable
- ◆ I worked as account Receivable accountant in a company after leaving my job at the National Bank of Egypt and I have sufficient experience in account Receivable

2- WORK EXPERIENCE

- ◆ I'm accountant for 2 branches OF 'RAGAB SONS' company at sharm elshikh
- ◆ I can use the program for accounting is (Microsoft Dynamics Nav) finance system.
- ◆ I can use this program to make statement to know the net sales and net profit or net decreasing to every cashier .
- ◆ In Microsoft dynamic nav I can insert the financial transactions in general ledger such as financial incoming and out-coming .

- ◆ Before any disbursement(spend debts on the company) or receipt money is necessary, an official tendency from the financial department or the member assigned to the company.
- ◆ I can close the company's daily transaction book, whether in the Egyptian currency or in foreign currencies and the dollar or the euro and the weekly expenses of the branch, as well as the dues of suppliers and lessors on the company (creditors)
- ◆ I can do Inventory of the treasury of the branch through the inventory program in currency categories.
- ◆ In addition to the fact that the visa account is the result of the customer's payment with the bank visa and the extent to which it matches the final report resulting from today's sales of the seller's ability if the total of the visa is equal to the number mentioned in the final report or not if it is not equal to either the increase and this is considered an increase in the visa or any decrease and this is considered Visa deficit A voucher to increase the visa is issued and a voucher with a visa deficit for each seller.I have ability to Make a deposit in various banks in the company's account.
- ◆ Performing any cash transactions between the company and the banks.
- ◆ • I cannot disburse any dues to suppliers and renters except after obtaining approval from the central administration of the branches.
 - ◆ Additional to Receive foreign currency from dollars and euros based on the exchange rate set by the administration and different from the exchange rate of banks.
 - ◆ Control and audit for cash and all transactions related by accounting.
 - ◆ I also work as a treasurer in addition to the branch accountant at Ragab Sons Company for Food and Retail Trade in the two branches of the company in Sharm El Sheikh

I work as a data entry in the two branches of the company in Sharm El-Sheikh and send accounting and financial reports and the movement of the fund via the email Microsoft Outlook

Professional skills

- ◆ Good working at financial excel.
- ◆ Excellent with Microsoft office especially (excel-word-power point).
- ◆ Excellent at communication skills with customers.
- ◆ Adaptation to the team
- ◆ I can work and achieve the desired goal under high pressure
- ◆ I have persuasion skill

Training

- ◆ Certified field training from Sadat City authority.

Languages

- ◆ **Arabic** : mother tongue
- ◆ **English** : very good in writing , speaking and reading

