




## Ahmed Ramadan Marzouk

**Date of birth:** 3 Jan 1999


**Nationality:** Egyptian

**Gender:** Male

### CONTACT

 Naser City, Egypt.

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### SKILLS

- **IT SKILLS** |  
Microsoft Office –  
Zoom–Social Media–  
ERP system (Odoo -  
Align)

- **SOFT SKILLS** |

Presentation

Time Management

Organization

Problem-solving

Teamwork & Negotiation

### LANGUAGES

- Mother tongue |  
ARABIC
- ENGLISH  
| intermediate in  
spoken and written

### INTERESTS

- Swimming
- Surfing the internet
- Traveling
- Reading

### Objective

I am an accountant seeking for a challenging and dynamic career opportunity in a well-established organization where my academic and practical background and interpersonal skills can be applied and fully developed and utilized.

## WORK EXPERIENCE

### Accountant, Mo Group Food Agency, Jul. 2022. – Present.

- Daily entries for customers and posting them to the ledger
- Preparing financial reports for clients and following up on statistics
- Dealing with daily treasury operations.
- Involved in Monitoring inventory movement.
- Receiving and documenting cash and checks.
- Participation in preparing financial statements.

### Additional tasks:

- Combine data from variety sources to modify and use in meaningful reports.
- Strong service orientation.
- Proficiency in Excel (functions, pivot table, graphics and formatting reports).

## EDUCATION AND QUALIFICATIONS

### 2018 –2022

- **Bachelor, Faculty of Commerce, Al Azhar University.**

### **Major: Accounting**

### 2021 – 2022 :

### Accounting certified office

### **Practical training on accounting cycle and preparing financial statements:**

- Skills of preparing financial statements.
- Review accounts of clients.
- Preparing summary reports on financial status of institutions
- Learning on practical use of excel sheets.
- Communications with clients to obtain data and clarifications on data.
- Conduct some spot visits to government authorities to finalize required treatments
- Practical training on using excel functions and odoo system

## TRAINING AND WORKSHOPS

Name	description
Soft Skills	by McKinsey & Company, Dec. 2022 - Feb. 2023.
Financial Accounting	Provided by AAST, Egypt. Jul - Aug 2022.
Job Placement Training Program	Provided by Education for Employment, (Microsoft Office - Business English - Digital Marketing), May - Jun. 2022.
Trainee at an Accounting Office," Mr. Muhamed El-Metwally	<ul style="list-style-type: none"> <li>• Knowledge of Accounting Cycle.</li> <li>• Knowledge of Cycle Of Purchase And Sale Accounts. (Jun. - Dec. 2021).</li> </ul>
Self-Development Workshop," Al Azhar University (3 days), Feb. 2019.	Skills of self -development
(ERP) System: (Odoo - Align)	Skills of using Odoo and Align in accounting

## LEADERSHIP & VOLUNTEER EXPERIENCE

Resala Charity, Egypt- teaching Arabic to children

Aswan Island Community Development Association – positive rural change Assistant

57357 Cancer Hospital – Egypt – sponsorship of internal transportation and Entertainment outings

## REFERENCES FURNISHED UPON REQUEST