



ABOUT ME

Seeking a challenging position in sales or marketing where I can develop my technical and interpersonal skills and enhance my capabilities.

SKILLS

WORK

excel					
HMIS					
oracle					
sap					

PERSONAL

Strategy					
Organizer					
Team worker					
Creativity					
Social					

LANGUAGES

Arabic					
English					

ABDELRAHMAN Saeed Hussien

Accounting

Mobile: 01065587729

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Address: 13 Hassan Elkadi st, Fatma Roshdi, Haram, Giza , Egypt

Working EXPERIENCE

•from Jan 2016 till December 2018

Accountant at Mostafa Mahmoud group.

• Jan 2019 till December 2020

Sales executive at Mostafa Mahmoud group

• Jan 2021 till present

Marketing executive at Mostafa Mahmoud group

Practical experience:

- Dealing with sales invoices, income, receipts, and payments
- Daily bookkeeping and accounting processes
- Execute monthly payroll activities.
- prepare journal entries for prepaid expense and deferred revenue.
- receive and deposit all revenue.
- prepare monthly and quarterly financial reports.
- financial reporting and other administrative requirements
- Minor billing for compliance with all internal policies
- Report and track expenditures

EDUCATION

• Sep2010- May 2014

- Graduated from faculty of commerce- Cairo University.
- Grade: Pass
- major: Accountant
- Graduated from EL Saedya secondary school

Computer skills

- excel
- oracle system (HMIS)
- sap system
- International Computer Driving License.
- computerized accounting

Previous Trainings:

- (2011 – 2018)

- one month training in Co-operation petrol

Language skills:

- English: good in writing & speaking
- Arabic: mother tongue

Interpersonal skills:

- Presentation skills
- Teamwork
- Negotiation skills
- Leadership skills

Personal Data:

- Date of birth: 8th June, 1992
- Military status: Completed from 12/2014 to 12/2015