

Ahmed Mohamed El-Hares

FINANCIAL ACCOUNTANT

✉ aelhares@gmail.com

☎ +201027633794

📍 Matboul, Kafr El-Shiekh, Egypt

SUMMARY

Desires to join the world of financial accounting. Ambitious, self-motivated detail oriented coming with strong ability to prioritize tasks by managing time effectively. Further, working with client directly and handling their sensitive information by transfer their assets has been of the biggest factors of career development, which will enhance skills, performance and career achievements.

SKILLS

Microsoft Office Package	● ● ● ● ●
Computer	● ● ● ● ●
Statistical operation SPSS	● ● ● ○ ○
Fast Learner	● ● ● ● ●
Problem Solving	● ● ● ● ○
Time Management	● ● ● ● ●
Critical Thinking	● ● ● ● ○
Handling	● ● ● ● ○
Pressure	● ● ● ● ○

Collaboration	● ● ● ● ○
Interpersonal skills	● ● ● ● ●
Hard worker	● ● ● ● ●
High Communication and presentation skills	● ● ● ● ○
Seeking Perfection	● ● ● ● ●
Decision making	● ● ● ● ●
Active Listener	● ● ● ● ○
Leadership	● ● ● ● ○

EXPERIENCE

Customer support "Internship"

Tazkarti Jun 2019 - Aug 2019

- Maintaining a positive, empathetic, and professional attitude toward customers at all times.
- Responding promptly to customer inquiries.
- Communicating with customers through various channels.
- Acknowledging and resolving customer complaints.

Trainee

Blom Bank Aug 2019 - Sep 2019

- Customer service
- operations

operation support specialist "Internship"

Edfa3ly Oct 2019 - Dec 2019

- Managing day-to-day operations.
- Optimizing operational processes and procedures for maximum efficiency while maintaining quality standards.
- Identifying ways to improve customer experiences. Tracking
- and reporting on operational performance. Maintaining policy
- and procedure documents

Military service

Exemption NOV 2021

Teller-Customer service, Banking operations Department

Attijariwafa Bank Mar 2021 - Present

- Assisting customers with processing transactions, such as deposits, withdrawals, or payments, resolving complaints or account discrepancies, and answering questions.
- Informing customers about bank products and services.
- Tracking, recording, reporting, and storing information related to transactions, bank supplies, and customers, ensuring all information is accurate and complete.
- Maintaining and balancing cash drawers and reconciling discrepancies. Packaging cash and rolling coins to be stored in drawers or the bank vault. Keeping a clean, organized work area and a professional appearance.
- Handling currency, transactions, and confidential information in a responsible manner. Using software to track bank information and generate reports.
- Following all bank financial and security regulations and procedures. Booking different types of loans and processing loans requests. processing the issuance secured/unsecured credit cards.
- Associate a certificate CD, TD Opening
- OVD'S accounts.
- Managing dormant and overdrawn accounts.
- Maintain segregation of control, perform daily clearing cheques.

PROJECTS

Proposal was on The effects of Inflation rate on Exchange rate applied on Egypt

Banking (B) - Operations management (B+) - Strategic management (A) - Business Modelling and forecasting (A) - Portfolio Management (B+)

Advanced corporate finance (A+) - Financial statement analysis (A+) - Financial risk management (A)

EDUCATION

Bachelor's degree in Accounting, Majoring in Financial Accounting

October 6 university 30 – Jun - 2021

certificates:

- **Egyptian certificate:** Good C+

LANGUAGES

English



Arabic



HOBBIES

Reading books

Gymnastics

Football