

MOKHTAR KHALED MOHAMED

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OBJECTIVE

As a fresh graduate from Higher institute for qualitative studies in giza institute from 2014 to 2018 with Bachelor of commerce Accounting division I have 2+ years field experience, I'm looking for good opportunity to Upgrade my skills in information system technology and achieve more goals in my career.

EDUCATION

2014 - 2018

Bachelor of commerce Accounting division

- Studied accounting of financial statement, business administration, data entry and soft programming.

EXPERIENCE

Aug2021 – Mar2023

Cashier – Exception Patisserie

- Cash and finance handling

May2020 – Jun2021

Cashier – Supreme Restaurant and café

- Cash and finance handling

Nov2018 - Mar2019

Accountant – Bench Mark contracting Company

PERSONAL SKILLS

- Hard worker
- Critical thinker
- Diligence
- Eager to learn
- Ability to handle tough situations

TECHNICAL SKILLS

- Microsoft Excel: Advanced
- Microsoft Word: Advanced
- Microsoft PowerPoint: Advanced
- Microsoft Access: Intermediate
- Data entry

LANGUAGE

- Arabic: Mother Tongue.
- English: Intermediate.