

# Mohamed Alaa Mohamed

Address: Giza - El Mohandsen

Mobile: 01116824929 - 01096623967

E-mail: [muhammedamer1995777@gmail.com](mailto:muhammedamer1995777@gmail.com)

Date of Birth: June 1th 1995

## OBJECTIVE

A self-motivated person, searching for any position in your organization to develop my personal career, ready to work in any field in anywhere to prove myself and to provide support to your organization.

## EDUCATION

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- College of Commerce Cairo University, management department.
- General Gamal Abd El-Nasser language school.

## WORK EXPERIENCE

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- Rifi Company for Microfinance. **(2023 : till now)**
- Work Department: Auditing and Accountant Department.
- **Job performance:**
  - 1- Receiving branch publications from Email the number of loans
  - 2- Reviewing the files of the company's clients after disbursing the granted loan
  - 3- Noticing and discovering errors in customer papers... and sending emails to the company's branches to notify them of the observations and errors.
- Accountant at Romance Tourism Development Company in Maadi. **(2022:2023)**  
(Prepare all Kinds of Vouchers, starting by Recording, Expenses, Revenues, Progress & Aggregated bills, Banks, Vendors, Clients, Depreciation & Inventory with all accounting adjustments till Trial Balances & Balance sheet)
- Training in an office accounting 4 months Lotfy Ahmed Lotfy in Maadi **(4 Months)**  
(Prepare all Kinds of Vouchers, starting by Recording, Expenses, Revenues, Progress & Aggregated bills, Banks, Vendors, Clients, Depreciation & Inventory with all accounting adjustments till Trial Balances & Balance sheet)
- Arabia Mepaco Pharmaceutical company (salesman) **( 2014 : 2016)**
- Freelance Social media marketing, Graphic designer, Montag editing videos

Time To Time

- Parties coordinator (Usher) for Actress, singers, books exhibition (time to time)

## **Courses**

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- Events ICDL, HR, Marketing (SCC Academy) 2018.
- Marketing.
- **HR Professional certificate**, Human Capital community (100 Hours) (17-11-2023) (20-2-2024) :  
HR Planning & Strategy –Recruitment and Selection –Performance Management system –Learning and Development –Compensation and Benefits –Personal /labor Law – Payroll Preparation – HR Project :  
Applying HR functions to a company

## **SKILLS**

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Arabic – Native Language

English – Very good at speaking, writing and reading, good conversation

## **Skill Highlights**

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- Ability to work good individually and in groups.
- Ability to learn new skills in short time.
- Flexible and ability to work under pressure.
- Good at human resources.
- Good at self-learning.

**Thanks and Regards.,**