

# KAREEM WAEL || ACCOUNTANT

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ADDRESS: 1st abad alrhman, Faisal, Giza  
TEL (MOBILE): 01122144545  
EMAIL: Kimosh2awa@gmail.com

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## || SUMMARY

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A reliable and meticulous data entry with excel record of accuracy and customer satisfaction . Looking to join an expanding organization to handle alphanumeric data entry.

## || WORK EXPERIENCE

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MILITARY SERVICE/ MINISTRY OF INTERIOR (POLICE OFFICERS CLUB)  
October 2021 to November 2022

- Analyze financial information and prepare balance sheets.
  - Ensure compliance with organizational guidelines and procedures, and federal and state regulations.
  - Resolve account payable and receivable issues or queries.
  - Material control for warehouse.
  - Accurately perform daily reconciliations of cash, check and credit card transactions, and tally and file invoices.
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EMT COMPANY  
January 2018 to July 2021

- Entering customer and account data from source documents within time limits
  - Compile, verify accuracy and sort information according to priorities to prepare source data for computer entry
  - Generate reports, store completed work in designated locations and perform backup operations
  - Review data for deficiencies or errors, correct any incompatibilities if possible and check output.
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## || EDUCATION

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BACHELOR'S FACULTY OF COMMERCE | CAIRO UNIVERSITY

MASTER'S DEGREE IN BUSINESS ADMINISTRATION | ARAB ACADEMY  
FOR SCIENCE, TECHNOLOGY AND MARITIME TRANSPORT  
May 2022 to February 2024

## || SKILL

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- Microsoft Office Professional WORKING knowledge
- Critical Thinking
- Communication Skills
- Administration
- Problem Solving

## || LANGUAGES

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Arabic |  
English |

Native  
Basic WORKING Knowledge

## || OTHER

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Highly motivated Sales Associate with extensive customer service and sales experience. Outgoing sales professional with track record of driving increased sales,improving buying experience and working skills.