

***Personal data :***

* ***Name*** ***:*** *Mohamed Mahmoud Khalil Abd El- haleem Hamoury*
* ***Date of Birth******:*** *6\11\1986*

* ***Military Situation******:*** *Exempt final*

* ***Marital St****.* ***:*** *Married*
* ***Religion*** ***:*** *Muslim*
* ***mobile No.******:+201558707611***
* ***Email address :****hamada2aldo611@gmail.com*

***Education:***

* ***Faculty of commerce Alexandria – Egypt(2009)***
* ***B.Sc. from accountant***
* ***Degree : acceptable***

 ***Languages:***

* ***Arabic (mother tongue)***
* ***English (Excellent)***

***Activities :***

* ***Generated budgets and forecasts on a quarterly basis and presented to the management team.***
* ***Managed accounts payable, accounts receivable, and payroll departments.***
* ***Reported on variances in quarterly costing reports.***
* ***Prepared annual company accounts and reports.***
* ***Administered online banking functions.***
* ***Monitored and recorded company expenses.***
* ***able to deal with accounts.***
* ***paper working.***
* ***deal directly with customers either by telephone, electronically or face to face.***
* ***respond promptly to customer inquiries.***
* ***obtain and evaluate all relevant information to handle product and service inquiries.***
* ***organize workflow to meet work timeframes.***
* ***record details of inquiries, comments and complaints to make sure achieving the development.***
* ***prepare and distribute job activity reports.***
* ***manage administration.***
* ***communicate and coordinate with internal departments.***
* ***provide feedback on the efficiency of the customer service process.***

***Training :***

* ***THM GROUP FOR RESTAURANTS***

***Computer Soft ware skills:***

* ***word (Excellent)***
* ***Excel (Excellent)***
* ***Financial programs (Excellent)***
* ***sales skills & customer service (Excellent)***

***Experience:***

* ***Total Energies Company as Assistant Site Manager from August 2022 till now .***
* ***Elkataa Company for Seafood as an accountant and a relationship manager from May2020 till Jul 2022.***
* ***Air Arabia Egypt as a ground operation agent from June2019 till 19March2020 (due to Corona pandemic).***
* ***National aviation services (NAS Kuwait) as passenger service agent from 2/2018 till 4/2019 .***
* ***Aero Services Egypt (ASE) as check in agent and ramp agent from 10/2016 till 2/2018 at HBE airport, dealing with multitybe aircrafts A319,A320,A321,B737-800.***
* ***Crystal Group for General Trading and Commercial Agencies as manager, accountant and customer service from 1/2016 till 9/2016.***
* ***ZAIN HALL for party and wedding as manager , sales and customer service from 4/2012 till 12/2015.***
* ***Egyptian Syrian company for restaurants as accountant for two years.***