



EBRAAM MAGED MAKRAM

B U S I N E S S
A D M I N I S T R A T I O N

PROFILE

Fast learner and hardworking . Fresh graduation with excellent business administration and accounting skills , highly motivated , hard worker and multi-tasker searching for a new challenge . with a good experience in accounting , audit , taxes , banking field . i'am currently looking for a firm to work to develop my skills and gain experience.

CONTACT



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11-st Alshikh abd alhaliem -
alhadra algadeda - Alexandria

EDUCATION

BACHELOR OF COMMERCE 2023

- Alexandria university
- Major : business administration
- Grade: Good

PERSONAL SKILLS

- fast learning ability, self-control.
- teamwork, Time management.
- ability to solve problem.
- Highly motivated
- English: good level in writing, speaking, reading and listening
- Ability to work under pressure
- computer skills , Professional user of social media and digital marketing

ACTIVITIES

- volunteer at uccd
- (University center for career development)
- Teaching children in the church.

WORK EXPERIENCE:

- Traniee at almotaheda co, for Contracting and Road Paving .
- Seller at Defacto and LC Waikiki clothing stores
- Sales and Marketing at Nour co, Electrical Supplies .
- Cashier at Delaviga Restaurant
- Accountant at Naim Kyrollos Jewelry

ACCOUNTING AND BUSINESS ADMINISTRATION SKILLS :

- Prepare Journal , trial balance , income statement , balance sheet.
- Securities (bonds , ordinary stocks, preferred stocks
- Suppliers (purchases , purchase allowance , returns)
- customer's (sales , sales returns , sales allowance)
- (administrative skills , interpersonal skills , critical thinking , communication skills , active listening , attention to detail , problem-solving skills , organizational skills , sales and marketing , customer service , research skills)