



Alaa Ebrahim Mohammed

Alexandria–Egypt

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Objective

I seek challenging opportunities where I can fully use my skills for the success of the organization.

Education

- **Faculty of commerce English section_ Alexandria university** 2018 __ 2022
Bachelor degree of accounting
** Excellent with the honour class
- **MEGS (Scottish) language school**

Experience

- **Km global** December -2023 - Present
General accountant
* Manage day-to-day accounting operations, including accounts payable, accounts receivable, and general ledger maintenance.
- **Al Alamein hotel** August -2023 - October -2023
* Cluster reservation agent for Al Alamein hotel, Address Marassi Golf and Address Beach Resort.
* Handle reservation inquiries, bookings, modifications, and cancellations for Al Alamein Hotel .
- **Guide academy** May-2023 - Sep-2023
HR recruiter
* Responsible for making interviews via phone.
* Evaluate the English level of the candidates.
- **Pos (partners outsourcing solutions)** April-2023 - July -2023
Sales representative agent
* Calling senior American citizens to provide them with medical equipment.
- **Sutherland** Jan-2023 - March-2023
Customer service and sales
* Build rapport with customers to understand their needs and preferences, and recommend appropriate solutions.
* Excellent communication skills, both verbal and written, with a friendly and empathetic demeanor.

Certifications And Courses

- **Kick off Banking Diploma from BUE covering:**
*Bank products
*Bancassurance

*Bank operations

- Advanced excel
- Professional financial accountant (PFA)

Training And Volunteering

- **Bank Misr.** September 2020—October 2020
Summer training
In the fields of:
Customer service, Problem solving, Decision making, Financial inclusion, Personal loans and Real Estate Finance.
- **Bibliotheca Alexandrina.** February 2023—september 2023
Job title:
Tour guide.
Description:
* Lead groups of diverse backgrounds, ages, and interests, ensuring an enjoyable experience for all visitors.

Language Skills

- English: Fluent
- Arabic: mother tongue
- French: fair

Personal Skills

- Excellent communication skills and presentation
- Decision maker
- Quick learner
- Team player
- Problem solving

Computer Skills

- Microsoft office (word - excell - powerpoint)
- Can deal with ERP system

Personal Details

- Date of Birth : 28/5/2000
- Marital Status : Single
- Nationality : Egyptian