



# 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