

Mina Rezkalla Samuel
Mina01207200919@gmail.com

26 Elmadina Elmnwara st, _Ard Elhadad - Embaba
Giza - Egypt

✂ Personal Data

Mobile : 012-07200919
Date of Birth : 2 Jan – 1987
Gender : Male
Status : Married
Nationality : Egyptian
Military service : Exemption

✂ The Objectives

Seeking a challenging position within adynamic environment whereby my
skills can be developed and further enhanced

✂ Qualifications

• B.SC Of Commerce -Advanced Academy 2008

Division : Computer Sciences

Appreciation : Good

✂ Courses :

- Diploma Multi Media from Microsoft 2011
- English course in Barbara Church

✱ Experience :

١. Pharma Chem Pharmaceutical Company

- * Duration : From 3-2019 to Until now
- * Account Manager
- * Financial auditor
- * Review bank balances
- * Preparing daily restrictions, budget and income statement
- Accounts and tax returns on the interest system

٢. Farm Cheese Company for food and dairy industry

- * Duration : From 9-2012 to 1-2019
- * Analysis of Expenses
- * General supervisor of stores
- * Review bank balances
- * Responsible for customer and supplier accounts
- * Registration and follow-up sales through the program quick books

٣. Factory Co. Samir for clothes

- * Duration : From 3-2009 to 5-2012
- * General supervisor of stores
- * Responsible for exports and imports
- * Review supply and purchase orders with delivery permissions
- * Review Vacations delays and salaries

٤. Aqua Crest Water Filters Company

- * Duration : 5 years
- * Accountant
- * Installation and maintenance technician
- * Delegate

: ✂ Languages

- Arabic Language : Mother tongue
- English : Very good
- French : Fair

✂ Skills :

- * Microsoft Office
(Word, Excel, Power Point, Access, Front page)
- * Visual Basic Program
- * Quickbooks Program
- * Very good communication skills
- * Work under pressure
- * Making abilities fast decision
- * Excellent in building public relations
- * Ability of Work Hard with of Management Styles Different

✂ Interests :

- Internet Search
- Listen to music - Reading
- My favorite hobby is football and swimming

Thanks for your Great time

Mina Rezkalla Somael

