

Resume



Ahmed Srag

Mobile

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E-mail

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Address

Cairo - Egypt

language

Arabic (native Language)

English : good

Personal Details :

- **Name** : Ahmed Srag Fathallah
- **Nationality** : Egyptian
- **Religion** : Muslim
- **Marital status** : single
- **E-mail** : medosrage@gmail.com

Academic Record :

- **Obtained** : bachelor Degree, B. Commerce
- **University** : Benha University
- **Completion Date** : 2016

Work Experience :

Sales representative at :

- Mino weaver for food industries (2012-2014)
- Rogina for pasta (2014-2016)
- Teama and prisidon (2016-2017)
- Accountant At Egyptian European for Chemicals (2017-2019)
- Responsible for stamp and scales management for New Egypt Gold Company (2020 - 2023)

Job description :

Prepare Sales Invoice & Receipt Voucher
Prepare Purchase Entry & Payment Voucher
Petty Cash Management
Prepare Monthly Salary For Office Staff
Assistant to prepare trial Balance & Income Statement & Balance sheet

Skills :

- MS Office: Excel, Word and PowerPoint
- Communication Skills

Training and Certificates:

- ICDL International computer driving license.
Other Course
- 1- Certificates of professional Financial Accountant (PFA)
 - 2- Certificates Of Recording at the accounting books, prepare the trial balance
 - 3- Certificates of Diploma in manual Accounting, Accounting By Advanced Excel, Financial & administrative System
 - 4- Certificates of international financial reporting standards (IFRS)