5,7

, hano Street-ras-elteen

Alexandria

**E-mail**

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**Phone**

**:**

01127566399

Ahmed

Hassan

|  |  |
| --- | --- |
| COMPUTER SKILLS | Psd to Html,Html5,css,css3,bootstrap,javascript,jquery,sass,media query |

|  |  |
| --- | --- |
| OBJECTIVE | "I can work independently using my own initiative or as part of a team." |

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|  | University of Alexandria |  |  |  |
| WORK  EXPERIENCE | Khalil pharmacy –accountant 2010-2013  Alexandra petroleum company 2013- present |  |  |  |

# EDUCATION Accounting-English section 2010

Performed general office duties and administrative tasks.

Prepared weekly confidential sales reports for presentation to management.

Managed the internal and external mail functions.

Provided telephone support.

Scheduled client appointments and maintained up-to-date confidential client files.

DC Systems, DC Mar 2003 — Jun 2005

Accounting Assistant

Administered online banking functions.

Reduced credit period from 90 days to 60 days.

Managed payroll function for 140 employees. Monitored and recorded company expenses.

Thomas Anderson 1

Thomas Anderson 2