

Mohamed El-Sayed El-Hadidi **Accountant** 



## **PROFILE**

Maintains administrative staff by recruiting, selecting, orienting, and training employees; Maintaining a safe and secure work environment; developing personal growth opportunities. Accomplishes staff results by communicating job expectations; planning, monitoring, appraising job results; coaching, counseling, and disciplining employees; initiating, coordinating, and enforcing systems, policies, and procedures.



# **OBJECTIVE**

Provides communication systems by identifying evaluating options; maintaining needs; equipment; approving invoices and Purchases printed materials by obtaining requirements and negotiating price, quality, and delivery.

Completes special projects by organizing and coordinating information and requirements; planning, arranging, and meeting schedules; monitoring results.



## PERSONAL SKILL

MANAGEMENT **TEAMWORK CREATIVE** COMMUNICATION 



# **CONTACT ME**

- 11 El Hawary st, off Gehan st, Dakahliya governorate, Mansoura city, Egypt.
  - 00201002971990 / 0020502230847/ 00201207022371
  - elhadedy872@gmail.com



# **EDUCATION**

2012

Mav 2018 Mav

Bachelor of Commerce

Faculty of Commerce at Mansoura University **Accounting Department** 

Bachelor of Law at Mansoura University

Diploma in Private Law at Tanta University



2021

### PERSONAL SKILLS

- Ambitious, Hard Worker, Work Under Pressure
- Co-operative with Others
- The ability to learn what is new in any business worked
- Ambitions, hard worker, self-motivated and energetic.
- Ability to adapt well to changes and handle.
- I do respect to my principals.
- Sood communication skills with all people.
- Ability to travel abroad.
- Ability to learn more languages (English, French ...)
- Effective participation in the activity of Culture and Media Commission, Student Union, Faculty of Commerce, Mansoura University
- Effective participation in the activity of scientific and technological Commission, Student Union, Faculty of Commerce, Mansoura University.
- Sood Command Of: Data Entry, Internet



#### COURSES

- I.C.D.L IC3
- General English Course A2 (L1-L2)
- Courses in (IT, Windows Word, Access, Excel,
- Powerpoint , Internet ) with excellent grade from Mansour University.
- **Professional Financial Accountant** (Quickbooks - Tally - Peachtree)



#### EXPERIENCE

- Photographer as studio Al-jawhara (2008-2010)
- Suprervisor in french fries restaurant (2010-2011)
- General Manager in El-Hadidy Restaurant (2011-2012)

(2012-2013)

(4 manths)

- Sales in Rivera Plus for investment and estate management.
- Owner of Play station Center (2013-2020)
- (S) Insurance representative in chubb co
- Accountant in shoman co (6 months)
- Lawyer at Ibrahim Hedaya law firm
  - (6 months) (2021-2022)
- Lawyer at Al-Ahd law firm Insurance consultant at misr life insurance (2021-unitl now)



Place of Birth Martial Status **Driving License** 

> Religion Arabic

English

Interests & Activities

## ABOUT ME

Mansoura - Dakahlia - Egypt

Married

Valid

Muslim

**Mother Tongue** 

Very Good

Languages, Traveling, Reading and Sports.