

Mohamed Darwish Metwally

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➤ **OBJECTIVE:**

▪ To join a reputable firm, Improving myself, my education and my experience.

➤ **SUMMARY OF QUALIFICATIONS:**

○ **EDUCATION:**

▪ **University** : Helwan University, Bachelor's Degree in Faculty of ,
Commerce, Graduated in 2018.

○ **Work Experience:**

▪ 1st jan 2020 – Till now:
✓ Routex for internal shipping.
Working as, financial accountant.

➤ **Job Responsibilities:**

✓ **Internal Controls :**

- Control the main vault of the company.
- Prepare daily reports and following up with all brunches.
- Receipt of cash and check for deposit daily.
- Prepare the daily receipts and payments statement .
- Cashing of salaries for employees of the company.
- Documenting and reviewing invoices of doing other works in the area of jurisdiction.

▪ June 2014 –Dec 2019:

- ✓ **Shoes club**
- ✓ Working as accountant and brunch manager.

▪ 2013 – 2014:

- ✓ Roll wind company.
Working as, Sales and accountant

○ **Training courses attended:**

- April 2017:
ICDL Course.

➤ **LANGUAGES:**

- **Arabic** : Mother Tongue.
- **English** : Very Good spoken & written.

➤ **Computer knowledge:**

- Excellent computer knowledge of Microsoft Office and Internet Applications.

➤ **Personal Qualifications**

- ❖ Ability to perform under pressure
- ❖ Accepting other people faults.
- ❖ Excellent communication skills.
- ❖ Motivated and ability to learn fast.
- ❖ Leadership & managerial skills.
- ❖ problem solving skills.
- ❖ Good Listener and So helpful.
- ❖ Ability to work within a team.

➤ **PERSONAL INFORMATION:**

- **Address** : Egypt, Cairo, Dar Elsalam.
- **Nationality** : Egyptian.
- **Date of Birth** : 18th, June, 1996.
- **Marital Status** : Single.
- **Military Status** : Performed.

➤ **REFERENCES:**

Available upon request.

