

# Abdelrahman Nageh Mokhtar

It's An Honor For This C.V With My Personal Information To  
Apply To Work In Your Group As An Employee Contributing In  
The Development Of This Corporation

## PERSONAL INFORMATIONS :

- Date of birth : 19/5/1995
- Gender : Male
- Marital status : Single

## CONTACT DETAILS :

- Mobil : 0111002143
- Whats App : 01001906198
- Email : [abdelrahmannageh273@gmail.com](mailto:abdelrahmannageh273@gmail.com)
- Place Of Birth : Egypt, Assuit city
- Address Now : Egypt,Cairo

## EDUCATION :

- Assuit University
- Faculty Of Commerce
- Accounting Section
- Grade :- Good
- From (2013) to (2017)

## OBJECTIVE :

Pursuing a Career Opportunity In The Field Of Accounting Where My  
Background ,To Develop My Skills , Build a Long Term Growing Career And To  
Improve My Experience In Accounting

## TRAINING & OTHER COURSE:

- Internet Computing Core Certification (IC3).
- International Computer Driving License (ICDL).
- Accounting with Excel.
- Professional Financial Accountant (PFA).
  - Office of the legal accountant Mohamed AbdelRaouf .
- Human Development.

- English Course.

#### **SOFT SKILLS :**

- Microsoft Office  
( word,Excel and outlook )
- Odoo At Union Aire Group .
- Market Soft At Union Aire Group .
- Sales Soft At Union Aire Group .
- Alfager Soft At Alarbia Group .
  - Gehazy Mega Store .

#### **LANGUAGES SKILLS :**

- Arabic : Mother Language .
- English : Good.

#### **EXPERIENCE:**

- Customer Service At Union Aire.
- Data Entry At Union Aire.
- Collections Accountant At Union Aire.
- Branch Accountant At Al-Arabia Group.
  - Performing accounting work according to the accounting cycle
  - Carrying out monthly reviews and preparing lists indicating them
  - Carry out inventory and review work and send data to the financial department
  - Acting Human Resources Officer In The Branch
  - Doing treasury work and dealing with clients
  - Responsible for accounts, revenues, and what comes out of the company's branch treasury
  - Continuously follow up, review and maintain account statements.
- ACCOUNTING EXPERIENCE
  - Accounting Entries
  - Settlement Of the Daily Covenant And Monthly Loans
  - General Journal and General ledger (Posting to the general ledger
  - Posting to the trial balance in totals as well as in balances