

Curriculum Vitae



Mina Gamil Rady

- Accountant
- Miami, Alexandria
- minagamil095@gmail.com
- 01274464063

Gender

• Male

Birth Date

• 12/12/1997

Nationality

• Egyptian

Marital Status

• Single

Military Service

• Exempted

Objective:

Seeking an **Accountant** position that utilizes my academic studies, computer and language skills, enhance my knowledge and fulfils my personal ambition.

Work Experience

Team leader Call Center.

March 2021 to present

Al Motakamla company to collect the money of others in a friendly capacity.

Responsibility:

- Answer inbound calls in a timely and friendly manner.
- Respond to the needs of customers and provide personalized service.
- Process orders, forms, and applications.
- Make relevant notes from customer interactions.
- Follow-up on customer calls.

Captain Gold

Feb 2019 to Feb 2021

Careem Company

Responsibility:

- Practice Safe Driving Habits.
- Follow all state and national safety regulations and standards.
- Accurately follow routes, maps, and directions.
- Keep exterior of vehicle clean and presentable.
- Maintain vehicle equipment; replace oil, fill gas tank, perform general motor vehicle maintenance as needed for safety.
- Collect payments, document amount, and offer receipts when necessary.
- Follow schedules and rerouting in a timely manner when faced with traffic or congestion.

Training:

Accountant at Samir Omar Chartered Accountants.

Feb To May 2022

Responsibilities:

- Prepare Chart of Accounts & Documents Cycle.
- Journalizing using the American method.
- Prepare sub journals using the French method.
- Cash flow Management.
- Inventory Management.
- Posting in customers and vendors subledger account.
- Prepare the financial statements.

Education:

Graduation: **Bachelor of Commerce, Accounting Department,
Alexandria University, Egypt.**

Duration: **2016: 2020.**

Grade: **Good.**

Computer Skills:

- MS Office: Excel, Word, Etc

Language Skills:

- Arabic: Mother Tongue.
- English: Good in Writing, Listening and Speaking.

Interpersonal skills:

- Attention to details & Strong Mathematical skills.
- Very Good Communication Skills.
- Work under pressure, Hardworking and Fast learner.
- Adaptable, Flexible and Accurate.
- Positive Personality.
- Friendly, Honest and Active person.