

shehab Eid Kandeel

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Objective

Seeking a challenging position that fit and develops my education , training ,qualifications ,courses and experiences in a well-known foundation to enhance my skills and offers a real long-term career progress in this field .

EDUCATION

09/2016 – 07/2020

graduated from menofia university

PROFESSIONAL COURSES

Excel Accounting (self-study)

English conversation (self-study).

International Computer Driving License (ICDL).

Quick books Program for accounting . (self-study) .

ADDITIONAL SKILLS

- Good Experience for management at site and co-ordinations.
 - Responsible for the development and implementation of administrative solutions for assigned projects.
 - Negotiation skills.
 - Processing payrolls Invoices.
 - Enforce system Policies.
 - High experience in administrative jobs.
 - Manage administrative documentation. Prepare monthly cost summary.
 - Handle administrative responsibilities such as attendance, schedules, Equipment's . Observation and performance Problems.
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Experience.

••working for a public accountant,s office all through college .

••working as a general accountant for united veterinary medicine.

••working as general accountant for new vision health tools.

••working as financial accountant for rahma public contracts.

Capabilities:

- Good planning, , and analytical skills.
- Able to handle organizational confidential information tactfully and in discretion.
- Decision making skills.
- Communication skills.
- Able to handle stress and pressure.
- Practical thinker, with an eye for details.
- Able to work individually and among groups.

Knowledge / Languages

- Very Good oral and written English Language.
- Professional level of writing skills appropriate for correspondence, reports, action plans.

Arabic: Mother Tongue.

English: Very Good (Spoken, Read & Written).

Computer Skills:

- Perfect command of Windows XP and Microsoft office (Word, Excel and PowerPoint)
- Good use of the Internet Utilities including Browsers.
- Computer Hardware & Software Maintenance.

SOCIAL RESPONSIBILITY) Civil Work) :

- OurVision Student Activity-menofiaUni. Workshop Participant ,Team Leader . (05/2018 : 05/2020)
- dream Student Activity menofia Uni. Participant. (09/2018 : 07/2020)
- US Embassy-Information Resource Center **Member**- Participating in Various trainings, activities, team works, and English Conversation Club

HOPPIES AND INTERSTS :

Reading , playing gym , running , playing football and travelling .

Personal Information :

- **Address : menofia , Egypt** , **Date of Birth : 6/12/1997 | Egypt**
- **Nationality : Egyptian** , **Marital Status : Single** ,
- **Military Status : finished**

Finally, hoping that my CV gets your approval and meets your requirements and acceptance

With promise of progress.

REFERENCES UPON REQUEST