

Khaled Ragab khamis

Address: BaniSwif/ Egypt

E-mail: khaledragab2191994@gmail.com

Mobile: +201119295179

PERSONAL INFORMATION

- Date of Birth: 21/9/1994
- Nationality: Egyptian.
- Gender: Male.
- Marital Status: married.
- Military status: Finished.

CAREER OBJECTIVE

Systematically record transactions, sort and analyzing them, prepare financial statements, assessing the financial position and aid in decision making with financial Data and information about the business.

EDUCATION

Bachelor's Degree in accounting, Faculty of Commerce, BaniSwifuniversity in 2017.

Cumulative Grade: Good.

EXPERIENCES

- **working with a professional standard as an accountant for Arabic organization construction.**
 - Daily funds review.
 - Purchase bills review.
 - Making purchase list.
 - Stores review with the store secretary.
 - Review of Purchase representative custody.
- **worked as a secretary store for Al-Nil company of ready mix concrete.**
 - Responsible for receiving and spending items in the store.
- **worked for legal accountants assembly.**

PROFESSIONAL CERTIFICATIONS

- Certificate of **professional financial accountant**(PFA) from El- Salam Academy baniswifunivresity .
- Certificate of **Excel accountant** from Egyptian legalaccountants academy.
- Certificate in **taxes, insurance, accounting and fundamental in industrial,commercial, tourism and instruction activities** from Egyptian legal accountants academy.
- Certificate of **Electronic Accounting** from Financial and commercial studies Center baniswifunivresity.

LINGUISTIC AND COMPUTER SKILLS

- intermediate level of English language.
- Mother tongue of Arabic language.
- Excellent knowledge of Microsoft Office and Internet researching skills.

PERSONAL SKILLS

- Standards of accounting.
- Knowledge of regulatory standards.
- General business knowledge.
- Software proficiency.
- Data analysis.
- Attention to detail.
- Effective communication.
- Sense of accountability.
- Service orientation.
- Collaboration.
- Problem solving.
- Computer literacy.