

ABDUL MONIEM ABO ELNAGA

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WHY ABDUL MONIEM

Seeking to find a challenging position that allow me to gain more and wide experiences that help the corporation to achieve the goals and grow up through strategic planning.

EDUCATION

- **Bachelor's of commerce, English section**
 - ★ *Tanta University 2020*
 - ★ Accounting Department
 - ★ Grade: Good

ACCOUNTING SKILLS

- Prepare Journal Ledger, Trial Balance, Income Statement and Balance Sheet
- Supplies (purchase, purchase allowance, purchase return, Daily expenses)
- Customers (Sales, Sales Return, Sales Allowence, Sales Transfer)
- The Discount (Commercial Discount,Cash Discount, Quantity Discount)
- The Expenses (Income expense , capital expenditure)
- The Capital (increase capital, decrease capital)
- The Assets (acquisition of assets, depreciation of assets)
- Cash (cash payment,cash receipts, cash transfer)
- The Bank (current account, withdrawal)
- The Commercial Paper (check,bill of exchange)

EXPERIENCES

- **Egy Trainers Company** (Accountant under training) (Nov 2021:Apr 2022).
Responsibilities:
 - Preparing financial statement (income statement, cash flow statement and balance sheet).
 - Having experience with invoices and value added tax.
 - Interacting with financial system and gain knowledge about the documentary cycle.
 - Record Journal Entry into the financial statement.

TRAINING AND COURSES

- **Professional Financial Accounting Course.** (Egy Trainers Company)
Learning about:
 - Basic of Accounting and Bookkeeping.
 - Journal Entry.
 - American Journal.
 - Trial Balance.
 - Income statement.
 - Balance sheet.
 - Advanced Excel.
- **Electronic Accounting Course.** (Egy Trainers Company)
Accounting Using:
 - Excel program.
 - Peachtree program.
 - QuickBooks program.
- **Contracting Accounting Course.** (Egy Trainers Company).
Learning about:
 - Terms Book.
 - Primary guarantee letter.
 - Final guarantee letter.
 - Letter of guarantee, Advance payment.
 - Prepare Journal Entry about Completion Extract.
- **Microsoft office Course.** (Online Self Study)
 - Word
 - Excel
- **ICDL.** (Tanta University)
 - Word
 - Excel
 - PowerPoint

LANGUAGE

- **Arabic** Mother Tongue.
- **English**
 - Very good (Speaking and Reading)
 - Good (Conversation)

COMPUTER SKILLS

- Very Good in Microsoft Office:
 - Excel
 - Word

PERSONAL SKILLS

- Good Communication Skills.
- Ability to work under pressure and working individually and collectively.
- Solving problems skills.
- Critical thinking.

- Time Management skills.

MILITARY SERVICE

- Completed. Nov 2020:Nov 2021