



Mohamed kadry Abd El-Fattah

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Military Status : Exempted

Objectives

Responsible for the attendance and departure of Company employees, vacations, dealing with banks, taxes, insurance, and external customers.

Work Experience

AL-AWAEL Contracting and Air Conditioning

(April 2021 – till Now)

- Accountant
 - Treasury Accounting
 - Procurement Accounting.
 - Entering tax invoices on the IRS website.
 - Storekeeper.

Armed Forces Rubiecki Factories

- security guard
 - Discipline.
 - Punctualism.
 - Attention to appearance.

clothes shop

- salesman
 - Dealing with customers.
 - Tactfulness.

Education

Bachelor of Commerce, Accounting, Zagazig University, 2020.

Training courses

English, Orabi institute of languages, Zagazig.

- Improve writing, listening, speaking, and reading.
- Presentation skills.
- Communication skills.

The International Computer Driving License (ICDL), Zagazig University.

- Word.
- Excel.
- Powerpoint.

Excel accounting, Zagazig University.

Skills

Professional:

- Procurement Accounting.
- Entering tax invoices on the IRS website.
- Dealing with customers.
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Computer:

- Microsoft Office (Word, Powerpoint, Outlook, and Excel).
- Internet surfing.

Language:

- Arabic: Native.
- English: good (Speaking, Listening, Reading and Writing).