



Mohamed Hesham Abd El-Lateef

Date of Birth 1 / 8/ 1995

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Professional summary

Am seeking a new opportunity in a reputable company to gain more experience and enhance my skills

Education

2019 Faculty of Commerce – Arabic section – future Academy

□ ~~Department~~ Accounting

Grade: very good

Work experience

sab 2019 _ sab 2020

-Title Accountant Under training in The Office of The Chartered Accountant (Ahmed Zakaria)

-Job Description

- Legal Action

may 2021 – sab 2021

-Title Cashier in Fakahany company

-Job Description

- Follow Up on Orders
- Helping Mu Boss

Dec 2021 – Until now

-Title Accountant

-Job Description

- Responsible for Incoming Invoices to The Company's Factory
- Responsible for The Following Bonds Form the Company's Warehouse
- Responsible for Registering the Custody of One of The Partner Managers

Skills

- Communications skills
- Handling skills
- Team worker
- Negotiation skills

Language and Computer skills

- good in English
- Very good dealing with Microsoft office

Certifications

- Microsoft office specialist master 2020
- Certificate of Completion of the 12th Level in The English Language