

# Ziad Mohammed Ramadan

## Personal info

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- **Attitude To Recruitment :** Student

## Objective

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A graduate of the Faculty of Commerce, Department of Accounting, with a very good grade, holds many courses in various fields of accounting, can work as a team, solve problems, deal with complex financial tasks, prepare financial statements, interpret, and analyze data and the use of Microsoft programs.

## Education info

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- **Faculty:** Commerce
- **University:** Al-Azhar
- **Specialization:** Accounting
- **Graduation Year:** 2023
- **General Appreciation:** Very good
- **GPA :** 85.32 %

## Current studying courses

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- **Currently studying (IFRS) certificate**

## Work experience

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- **Accountant - Smart Accounting Office** **(2024- now)**
  - I. Recording financial events on the American daily.
  - II. Making tax invoices
  - III. Periodic emptying of tax returns.
  - IV. Compare declarations with sales and purchases.
  - V. Make a trial balance.
  - VI. Perform trial balance analyzes.
  - VII. Making financial statements (income - balance sheet)
  - VIII. Audit accounts to ensure their accuracy.
- **Freelance** **(2022-2023)**
  - I. Writing articles and scientific research.
  - II. Use Microsoft Excel to create spreadsheets, budgets, and graphs.
  - III. He made a presentation for me a project.
- **Customer Service - Vodafone Cash** **(2019- 2021)**
  - I. Helping customers overcome the problems they face.
  - II. Dealing with customer problems through different communication channels.

- III. Respond promptly to customer inquiries.
- IV. Achieve customer satisfaction assurance.

## Certificate and accreditation

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• Microsoft office: word, excel, power point	(Udemy)	2023-01-23
• Al- Mohtasep	(Al-Azhar university)	2022-11-30
• Digital Marketing	(Google)	2022-06-29
• Accounting Excel	(Ministry of youth and sports)	2022-02-14
• ICDL	(corcera)	2020-11-10
• Change Management	(edraak)	2020-11-09
• ICDL	(la scuola viva academy)	2019-12-22

## Courses-TRAINING

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• Banque Misr	(Summer Training)	2022
• Banque Misr	(Summer Training)	2021

## Language Skills

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- Arabic – native speaker
- English – B1

## Technical Skills

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• Microsoft Office	
• Al- Mohtasep	(Accounting software)

## Personal Skills

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- Communication Skills
- Time Management
- Team Work
- Organization

## Volunteer activities

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• Tim Wamda	(HR)	2020
• Tim FMT	(Marketing)	2021
• Tim spurt	(Organizer)	2022