

Ziad Mohammed Ramadan

Personal info

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- **Attitude To Recruitment :** Student

Objective

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

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

Current studying courses

- **Currently studying (IFRS) certificate**

Work experience

- **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

- **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

- **Banque Misr** (Summer Training) 2022
- **Banque Misr** (Summer Training) 2021

Language Skills

- **Arabic** – native speaker
- **English** – B1

Technical Skills

- **Microsoft Office**
- **Al- Mohtasep** (Accounting software)

Personal Skills

- **Communication Skills**
- **Time Management**
- **Team Work**
- **Organization**

Volunteer activities

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