

Amir Magdy Monir Thabet
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Mobile: 0128 707 5015

Date of birth: 15th Sep 1994.

Marital Status: Single.

Military Service: Served.

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Career Objective

- Seeking a challenging position where I can utilize my qualifications and skills.

Education

- Bachelor of Commerce. English Section – **Suhag University**
- Major: Accounting. **(June 2016)**
- Grade: Good.

Work Experience

- **Accountant at The Multinational Forces & Observers** **Oct. 2020 – Oct. 2021**
 - Receive, reconcile and audit Department of Defense (DOD) bills.
 - Post bills as appropriate in SAP system.
 - Liaise with other MFO departments such as medical warehouse and procurement during the periodic financial closing in order to obtain the best commitment reports and to avoid errors in the future.
 - Receive, review and update the monthly commitment reports.
 - Prepare the appropriate financial accruals for the period end closing.
 - Checking actual posting of supplier transactions in SAP system and report any possible errors.
 - Prepare the periodic cash reconciliation.
 - Deposit Money, cheques and FX transfers at CIB bank.
 - Perform many of treasury functions, such as, cash collection, check cashing and issue of petty cash payments at the Finance Office's front desk.
 - Answer any queries via email or phone.
 - Assist in processing of travel claim vouchers on SAP system.
 - Assist in Issue of checks for local suppliers and vendors from SAP ERP system.
 - Assist senior accountants, Financial Controller or Deputy when necessary.

Work Experience

- **Customer Service – Technical Support at Plaza Software** **Mar.2019 – Oct.2020**
 - Identifying hardware and software solutions, troubleshooting technical issues.
 - Diagnosing, repairing faults and resolving network issues.
 - Installing and configuring hardware and software.
 - Speaking to customers to quickly get to the root of their problem.
 - Understanding customers' needs and identifying sales opportunities.
 - Answering potential customers' questions and providing additional information.
 - Keeping up with product and service information and updates.
 - Explaining and demonstrating features of products and services
- **Customer Service Agent at NAOS Marketing** **Dec.2018 – Mar.2019**
 - Processing American customers' applications for loans over the phone.
- **Working as a Recruitment Specialist at Al-Ahram for Plastic.** **Mar.2018 – Dec.2018**
 - Posting job openings to generate applications
 - Filter CVs based on recruitment needs
 - Screen candidates manually and by phone calls
 - Onboard new employees in order to become fully integrated
 - Conduct basic interviews for candidates
 - Prepare Job Offers & follow up with new Candidates regarding required documents
 - Prepare job analysis & draft job descriptions
 - Provide analytical and well documented recruiting reports to the manager
- **Doing my military service at the Egyptian Army.** **Feb.2017 – Mar.2018**

Training & Courses

- **HTML, CSS, Bootstrap and JavaScript**
at the **National Telecommunication Institute (NTI)** **Oct.2021**
- **Principles of banking** for employment at the **Egyptian Banking Institute (EBI)** for
(98 hours) Powered by the Central Bank of Egypt **Aug. - Sep. 2016**
- **IC3 "Internet and Computer Core Certificate"**
at **BCIT – "British Cultural Center Information Technology"** **Sep. - Nov. 2016**
- **Advanced English Course level 12** from **Edmore E-University**
with a grade of very good. **Jul.2016**
- **Course in computer programming language Java and C#.**
- **Studied the basics of Android Applications Development using Flutter. (Self-Study)**

Skills

- Language skills:
 - English: Fluent in both reading, writing, speaking and listening.
 - Arabic: Native

- Computer:
 - Good working knowledge of Microsoft Office Programs
 - Linux User.

- Personal:
 - * Self-motivated
 - * Team Worker
 - * Ambitious
 - * Organized
 - * Fast Learner
 - * Creative
 - * Committed
 - * Customer Oriented
 - * Positive

Activities

- Volunteered as an IT member at Enactus team Sep.2013 – Sep.2014

All References are available upon request
Thanks for giving me such Precious Time of yours