

Kareem Mahmoud Farouk

Mansoura, Al Daqahliyah, Egypt.

01096079108

kareem.mahmoud5521@gmail.com

<https://www.linkedin.com/in/kareem-mahmoud1>

Objective

Seeking to obtain a Teller at Cairo Exchange.

Education

Bachelor of Commerce, Accounting Department, English Section, Mansoura University, Mansoura, Egypt.

Graduation year: May 2022

Grade: Good.

Work Experience

(Sept 2022: present) Accountant, Legal Accountant Sohair Bahnasy office for accounting, Aga, Al Daqahliyah.

- Making Tax Returns.
- Preparing E-invoices.
- Auditing sales invoices on Excel.
- Entering values and calculating value added tax on Excel.

(Aug: Sept 2022)

Account Specialist, Egyptian Association for Financing, Aga, Al Daqahliyah.

- Targeted new customers for the organization.
- Inspected the project to ensure its eligibility for funding and Customer inquiry.

Internship Experience

(July: Aug 2021) Accountant Trainee, CIB online, Cairo, Egypt.

- Gain knowledge about smart wallet.
- Gain knowledge about How to open a current account and save account.

(July: Aug 2020)

Accountant, Holding Company for Water and wastewater, Mansoura, Al Daqahliyah.

- Recorded Violations about 200 daily basis using Excel sheet.
- Gain information about How to present on the water meter.

Courses

(Aug 2021: July 2022) Management Training and Consulting Center, Mansoura University, Mansoura, Egypt.

- Professional Financial Accountant Diploma.
- Microsoft Office Specialist.
- Banking, Kickoff Academy in collaboration with the British University.
- Onyx Pro General Ledger (ERP), Ultimate Academy.
- ICDL.
- Business English.
- Essential Soft skills & Business English writing for career success.

(May 2020: Dec 2021) University Center for Career Development in collaboration with American University,
Faculty of Commerce, Mansoura University, Mansoura, Egypt.

- Business English.
- Employability Skills Track.
- Financial Technology.
- Customer Service.
- Sales Professional Course Online Delivery Mood.
- Labor Market Preparation Program.

Skills

Computer skills: Microsoft Word excellent, (Microsoft Excel, Microsoft PowerPoint very good), Access good.

Language Skills: (English) Intermediate, According to the placement test of the American University in Cairo.