

Mohamed Reda Alkatary

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Education

2018 - 2022

Bachelor of Commerce

Tanta University (TU), Tanta, Egypt

Business Information System, **(BIS section)**.

- Grade: Excellent.

Experience

Jul 2022 – Present

Accounting Office Mohamed Albadry, Alsanta, Egypt.

Accountant

- Learn how to deal with electronic billing portal.
- Reconcile and analyze Balance Sheet accounts monthly at the component level. Identifies and resolves Account Receivable, Capital Asset and Contract accounting issues .
- prepare analysis of accounts as requested .
- prepare tax computations and returns .

Jan 2022 – Aug 2022

University Center for Career Development (UCCD), Tanta University, Tanta, Egypt.

Administrative intern

- Assist about (20) students per day in process of application to training courses.
- Manage the administrative work of (4) training rounds per week.
- Respond to questions to an average of (30) student per day.

PERSONAL PROJECTS

- **Khdamat project** (graduation project) (09/2021 - 06/2022)

Link : <https://mohamed-alkatary.github.io/Khdamat/>

Online porta to make all things in Tanta in your hand .

- **Sales Dashboard** for - unreal company - (10/2022)

Link : <https://github.com/Mohamed-Alkatary/Analysis-sales-useing-Excel-Unreal-company-.git>

Analysis and visualization sales data using excel.

Skills

Language Skills

English: Very good in Listening, Reading, and Speaking.

Good in Writing.

Computer Skills: Very good user of Microsoft Word, Excel, and PowerPoint.

Good at website design (HTML, CSS, C#)

Good at data analysis with (Python, Excel, SQL Server, Power BI)

Technical Courses

Sep 2022	Understanding Data Visualization , Datacamp, online.
May 2022	Data Analysis in Excel , Datacamp, online.
May 2022	Introduction to SQL , Datacamp, online.
Feb – Mar 2022	Data Analysis Professional Track , FWD from Udacity, online.
Nov – Dec 2021	Data Analysis Challenger Track , FWD from Udacity, online.
Dec 2021	Fundamental of finance , UCCD, AUC, online.
Oct 2021	Virtual employability skills track , Aspire Training Solutions, online.
Aug – Sep 2021	Professional Financial Accountant (PFA) , Faculty of commerce, Tanta.
Feb – Apr 2020	Fundamental of Digital Marketing , Maharat min Google, online.

Extracurricular Activities

March 2022 – present **Enactus Tanta**, Tanta, Egypt

Research and Development team member

- Find ideas and work in it.
- Developing ideas and applying them
- Always work in team to develop my soft skills

Personal skills

- | | |
|--------------------|--------------------------|
| ▪ Communication. | ▪ Leadership. |
| ▪ Self-motivation. | ▪ Organizational Skills. |
| ▪ Presentation. | ▪ Negotiation. |
| ▪ Teamwork. | ▪ Critical Thinking |