



MOHAMED EL-HAROUN

Accountant

Mohamed is a hard working accountant who is inspired to reach the highest level possible with his qualifications and past experiences. I am always energetic and eager to learn new skills. Experienced in maintaining accounts, processing accounts payable and receivable, managing invoices, and delegating payroll.

EDUCATION

NEW CAIRO ACADEMY, CAIRO	2012 - 2018
Bachelor of accounting	
ENGLISH COURSE, CAIRO	2017
PFA, CAIRO	2018

CONTACT

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📍 Cairo, Egypt

SKILLS

- Microsoft Office appliances
- Database operation
- Iwindoor program
- Speaks both English and Arabic

WORK EXPERIENCE

Vag Engineering 2023-2024

Accountant

responsible for recording sales and purchases, issuing invoices and managing customer and supplier accounts. They prepare monthly financial reports, monitor revenues and expenses to ensure accurate accounting, and contribute to budget preparation and financial performance analysis of the center

Dr. Wing, Cairo 2022 -2022

Salesman

Making phone calls to introduce the company and the opportunity to buy our products.
Persuading to the client Face-to-Face to introduce the product and make deals.
Follow up the purchase process periodically with the customer about his investment and offer him other new investments.

H2O Gym Heliopolis Branch, 2020 - 2022
Cairo

Operations Manager

Manage the maintenance process in the branch.
Manage and supervise the housekeeping process.
Supervise sales teams and their achievements.
Purchase required materials that used in our maintenance.

PERSONAL SKILLS

- Ability to manage multiple tasks effectively.
- Ability to work within teams or working independently.
- Ability to work within limited time and budget.
- Communication and negotiation skills.

EL-HAROUN COMPANY FOR CONTRACTING, CAIRO

2018-2020

Contractor

- Road expansion: Ring Road ,Expansion of the Suez Desert Road, El Dabaa Road Extension.
- Excavation of building foundations.
- Supplying asphalt soil.
- Aggregate and asphalt supply.
- Providing heavy transport equipment.

SEZAR FOOD PRODUCTION FACTORY, ALEXANDRIA

2017 - 2018

Operation Manager

- Responsible for purchases and maintenance of machines.
- Responsible packaging products and delivering it to distributors.
- Volunteer in Mohamed Manzoor Election Campaign.
- Ushering for Marlboro Company.
- Ushering for Mobile engine.
- Ushering for Vodafone.

KENWOOD COMPANY, CAIRO

2014 - 2016

Salesman

- Worked well independently.
- Worked with team to solve problems.
- Organized and prioritized work to complete assignments in a timely and efficient manner.