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| PERSONAL INFORMATION | **Mohamed Kamal Mohamed** |
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|  | 93 District 11, El Sheikh Zayed, Giza |
| 02238659961  01118102348 |
| T9.mj@hotmail.com |
| Gender: Male | Date of birth: 15/4/1990 | Nationality: Egyptian | Military Status: Exemption |
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| JOB APPLIED FOR | Secure a position with a leading organization that will lead to long term career. |

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| WORK EXPERIENCE |  |

(From April 2017 till Dec 2017) Accountant at A-Phone’s company

* Responsibilities:
* General Expenses analysis
* Preparing daily, weekly and monthly expenses reports.
* Observing the stock, the accessories and the merchandise.

(From Jan 2017 till Dec 2017)

Accountant at EGT (Egyptian Group for taxes)

* Responsibilities:
* General Expenses analysis
* Preparing daily, weekly and monthly expenses reports.
* Processing and checking of documents for audits and Tax controls

(From April 2016 till Jan 2017)

Accountant in the Following Dep. at TMG (Talaat Mostafa group)

* Responsibilities:
* Recording and calculating the required compensations
* Preparing compensations reports reports

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| (From 20/8/2015 till March 2016)      (From July 2012 till Aug 2012)      (From June 2011 till Jan 2012)  (From 2007 till April 2014) | Site accountant at Orascom for construction, Ministry of Defence Project- New Managerial Capital   * Responsibilities:   1- General Expenses analysis  2- Preparing daily, weekly and monthly expenses reports  3- Preparing asset, liability, and capital account entries by compiling and analysing account information.  4- Maintaining financial security by following project’s internal rules  5- Preparing special financial reports by collecting, analysing, and summarizing account information and monthly trends  6-Processing and checking of documents for audits and Tax controls  7- Assisting senior accountants in the |  |  |
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| EDUCATION |  | Sadat Academy for Management Sciences, Accounting and Finance section. Class 2015 |  |
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| PERSONAL SKILLS      Mother tongue(s) | Arabic | | | | |
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| Other language(s) | UNDERSTANDING | | SPEAKING | | WRITING |
| Listening | Reading | Spoken interaction | Spoken production |  |
| English | Excellent | Excellent | Excellent | Excellent | Excellent |
|  | **TOEFL ITP Certified with a score of 497** | | | | |
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| Communication skills | Above average communication skills. These skills were needed while dealing with many clients and employees through the years. Example:   * good communication skills gained through my experience as an accountant at KPMG. * Excellent handling and negotiation skills gained by dealing with vendors, suppliers and sub-contractors at the MoD project. |

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| Organisational / managerial skills | Excellent organisational / managerial skills. These skills were a must while managing a group of translators and undergraduates when working on many translation projects. Example:   * leadership (currently responsible for a team of 5 people) |

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| Digital competence | SELF-ASSESSMENT | | | | |
| Information processing | Communication | Content creation | Safety | Problem solving |
|  | Proficient user | Independent user | Basic user | Independent user | Proficient user |
|  | Levels: Basic user - Independent user - Proficient user  [Digital competences - Self-assessment grid](http://europass.cedefop.europa.eu/en/resources/digital-competences) | | | | |
|  | Excellence degree in networks course from KIT education center. | | | | |
|  | Excellent computer skills. Example:   * good command of office suite (word processor, spread sheet, presentation software) * good command of photo editing software gained as an amateur photo and video editor | | | | |

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