**Wesam Abdel Moneim Mohamed**

***Career Objective***: To secure a position in teaching & share my knowledge for the growth and development of the children.

***Education:***

* ***University degree:***

Faculty of Literature - Cairo University

English section – In progress

Faculty of Commerce - Ain Shams University

Major: Accounting, 2005

***Experience:***

***MASE (The Modern American School of Egypt) July2013- March2016***

***Co- teacher***

* Monitoring Attendance.
* Conducting small games and activities in the class.
* Teaching about basics of regular life eating, talking, and behaviour.
* Teaching them about natural things, names of animals, flowers, fruits and vegetables.
* Coordinating with the parents and updating about their child’s development and performance.

***MASE (The Modern American School of Egypt) March2011- July2013***

***Office Manager***

* Monitoring attendee’s performance for both students and teachers.
* Responsible for students and teacher’s problems and inquires.
* Responsible for all students’ files and documents.
* Organizing and maintaining all the student data to make the online registration for the high school students.
* Scheduling all activities and voyages dates and times.

**ART (Arab Radio & Television) Jan 2008*\_ May 2010***

**Accountant**

* Responsible for preparing the budget to determining the expectations of every

Department in the company.

* Prepare cash flows forecast (weekly, monthly, and quarterly, as needed) and report it to the finance manager.
* Make compare reports for the expected & the actual expenses.
* Prepare monthly and annually expenses reports.
* Responsible for employee's files and handling the social insurance and income tax issues.

- Perform other related duties as assigned by management.

- Coordinating with other departments to finalize annually budget and calculate

Employee’s bonus and allowances.

**ART (Arab Radio & Television) December 2006 – Jan 2008**

**Executive secretary**

* Creating and maintaining the filing system for all needed documents.
* Sending and Receiving Faxes, mails and following up all pending subjects.
* Data Base Entry.
* Carry out Internet research.
* Assist in preparing reports.
* Prepare correspondences, and other documents as requested.
* Preparing and updating calendar and schedule of the Manager.
* Attending designated conferences and meetings.
* Perform arrange of office duties.
* Arranging and coordinating meeting’s schedules hotels and flights reservation.

**YAT Education Centre July 2005 – December 2006**

**Admin coordinator**

* Scheduling all courses dates and times.
* Handling all customers` problems and inquires.
* Organizing and maintaining all data related to the customers in order to facilitate the online final exams.
* Responsible for filling all certificates.
* Monitoring attendee’s performance and cooperation with the instructor.

***Language skills:***

Arabic: Mother Tongue.

English: Very Good in both spoken and written.

French: Fair.

***Computer skills:***

Microsoft windows

Microsoft office

Internet.

***Training Courses:***

Secretarial diploma

English course.

French courses

Digital Marketing Diploma.

***Personal Data:***

### Date of Birth : March 21, 1982

Place of Birth : Cairo, Egypt

Place of residence: Pyramid, Giza

Marital status : Married

***Contact Information:***

### Mobile : 01093002000 - 01000310906

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