

Mohamed El_sayed Sadoon Mohamed

10,lane Selim shadid, Montaza Dept

Sharqia, Egypt

Tel: (+202 01028672757)

Email: acc.sadoon@gmail.com



OBJECTIVE

Seeking a job in the field of accounting at a reputable company where my background can be well utilized

EDUCATION

2005 – 2009 Zagazig University Sharqiya , Egypt
Faculty of commerce, Accounting Dept.
Grade: Fair

SKILLS

Computer Skills:

Excellent Knowledge Of Microsoft Word , Windows , Internet and Excel.

Very Good Information Technology And Microsoft Power Point.

Good Knowledge Of Microsoft Access And Microsoft Project

Using Quick Books& Peachtree

- Invoicing Customers, Paying Vendors& Tracking Inventors
- Making Journal Entries
- Preparing Financial Statement Reports

Language Skills:

Native Language : Arabic

Good Command Of Both Written And Spoken English

Personal skills:

- ❖ Good in Decision Making & Taking.
- ❖ Good understanding of the problem solving techniques.
- ❖ Ability to work in team and leader a team.
- ❖ Ability to work under pressure.
- ❖ Good Communications Skills, Motivate, Hard worker.

EXPERIENCE

Mar 07 - Jun 07 2010 Graduate Resource Program (GRP) Suez , Egypt
Sponsored by the Future Generation Foundation (FGF)

Training:

Developed Language and Computer skills

Enhanced Presentation & Project developments skills

Acquired basic business skills including: marketing sales, banking, accounting, business correspondence and report writing

Computerized ACC "e_simpletech"

Commercials Excel

Quick Books

Peachtree

How to win friends and influence people "DALE CARNEGIE TRAINING"
Training :

Build greater self-confidence, strengthen people skills, enhanced communication skills, Develop Leadership Skills and reduce stress and improve attitude

2009 – 2010 SESCO Computer CO Zagazig, Egypt

ICDL included [word, Excel, Access, power point, Windows, internet, IT]

SUMMARY OF WORK EXPERIENCE

- From January 2015 till now in Accounting department, Egyptian Engineering Co. For Construction, Sharqia , Egypt

❖ Site accountant at the Egyptian Engineering Company for Construction (Egypt Con.) to construct power stations rooms at new Mistakable city. (November 2019 – till now)

- Main Contractor: ELSEWEDY Electric T&D Company.

- Subcontractor: Egypt Con. Company.

❖ Site accountant at the Egyptian Engineering Company for Construction (Egypt Con.) to construct New Capital Substation S1 500/220/66/11 KV GIS. (September 2018- November2019)

- Main Contractor: ELSEWEDY Electric T&D Company.

- Subcontractor: Egypt Con. Company.

❖ Site accountant at the Egyptian Engineering Company for Construction (Egypt Con.) to construct Samanoud Substation 500/220/66/11 KV GIS. (August 2017- September 2018)

- Main Contractor: SIEMENS Technologies S.A.E Company.

- Main Contractor: ELSEWEDY Electric T&D Company.

- Subcontractor: Egypt Con. Company.

❖ Site Accountant at the Egyptian Engineering Company for Construction (Egypt Con.) to construct Mashtoul Elsouq Substation 66/11 KV. (May 2017 – August 2017)

- Owner: Egyptian Electricity Transmission Company (EETC).

- Main Contractor: EGEMAC Company.

- Subcontractor: Egypt Con. Company.

❖ Site Accountant at the Egyptian Engineering Company for Construction (Egypt Con) to construct east Banha Substation (500/220/66/11KV GIS). (January 2015 –May 2017)

- Owner: Egyptian Electricity Transmission Company (EETC).

- Main Contractor: SIEMENS Technologies S.A.E Company.

- Main Contractor: ELSEWEDY Electric T&D Company.

- Subcontractor: Egypt Con. Company.

Current Responsibilities:

- Follow-up company expenses
- Load follow-up expenses on cost centers
- Follow-up to the employees' salaries and to hold them to cost centers
- Follow-up to the outgoing material from stores and directed to projects
- Follow-up materials purchased and directed straight to the projects
- Follow-up work of contractors and subcontractors terms of agreed actions
- Follow-up extracts uploads

- From January 2013 to December 2014 in Planning Department, Jade Textile Egypt Company, 10 th of Ramadan, Egypt

Responsibilities:

- Directly reporting to Planning Manager.
- Other tasks that are assigned by General Manager from time to time.
- Preparing work to feed lines and follow order tracking.
- Maintain records of Time Sheets (Weekly, Monthly & Yearly).
- From March 2011 to November 2012 worked as call center in Delta Sharm, Sharm El-Sheikh , Egypt

Responsibilities:

- Replay by phone for all incoming communication and customers' service caller.
- Record some points in special program department.
- Ensure customer satisfaction and service provided.
- Work in solving customer problems and complaints satisfactorily for the client.
- Dealing with customer inquiries accurately and complete

Interests

Reading, making friendship, traveling, computer
Presentation skills

PERSONAL INFORMATION

Date of Birth: 1/5/1988
Marital Status: Married
Nationality: Egyptian
Military Status: Exempted