



## MOHAMED HASSAN AI SHALL

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### Objective:

To acquire a position in a reputable and prominent institution that could give recognition and worth to my ability, knowledge and skills in pursuing my career especially in the fields of Accounting , customer service and selling

***“To enhance my professional skills in a dynamic and stable workplace”.***

### Strengths:

- + Can work independently or in a team
- + strong commitment to service excellence
- + The ability to negotiate
- + striving for learning and development

## I. EMPLOYMENT RECORD

Name of Employee	:	AKEL CENTER TO SERVE SKODA AUTO
Address	:	kilo 4 road Mahalla, Tanta , Gharbiya – Egypt.
Position	:	General Accountant
Inclusive date	:	Nov 2009 to Jan 2011

### Job Description/Role:

- working on the computer
- Enter all information on invoices and orders of exchange and documents of arrest and adjustments recorded in the Journal of the general accounts of various.
- Follow-up printing accounting reports of various types.
- Maintain an integrated copy of accounting reports in an appropriate and structured manner as an alternative to manual records.
- Extract all data necessary to prepare the final account of the institution.
- Registration of all sales and purchases according to official invoices coordination and organization of document disbursement organization of accounts, registration and related procedures.
- Create and Disburse salaries foe employees at the end of the month.

Name of Employer : Badawy for contracting co.  
Address : Al – Mahalla Tanta Road, top center of the heart Gharbiya- Egypt.  
Position : Sales  
Inclusive date : Jan 2017 – Aug 2018 (additional evening time)

### Job Description/Role:

- Perform the main tasks ordered by the manager.
- Make posts on facebook for marketing our apartments.
- May make boost for our announces to target more customers.
- Make outdoor visits for important customers and important authorities (banks)
- Agreement with Customers and finish my profitable deal.

Name of Employee : North Delta Electricity Distribution Co  
Address : Abdel Salam Aref St , Mansoura – Egypt  
Position : Accounting – auditor  
Inclusive Date : Sept 2011 – till now

### ABSTRACT OF THE COMPANY'S ACTIVITY :

North Delta Electricity company is a business giant , which is responsible for all electricity projects in three provinces of the republic and from the privacy of projects to extend the power lines and high – voltage cables to the new towns and villages are addition to supervising the operation and maintenance and service of lighting the founding of cities and villages the follow the sectors the company's lighting and the collection of monthly fees.

### Job Description/Role :

#### 1- Accounting department accounts receivable:

- follow – up monthly income for a branch of the company's sectors.
- Follow – up collection rates and the covenant received.
- Supper vision of the target company to be collected per month.
- inventory and monthly surprise for workers and owners of the covenant.

#### 2- Auditor :

- Review all documents, accounts of participants new branch of the company.
- The audit of the treasury daily.
- Carry out the assays electricity projects and the accounts of the abstracts of the extension of electricity and lighting in new areas.
- Follow – up on bank deposits from the treasury on a daily and monthly.
- preparation of monthly trial balances and balances totals.

## II. TECHNICAL SKILLS / LANGUAGE

### Computer Skills .

- Working types all windows XP (Word, Excel, Power Point etc.)
- Complete know how and proper utilization of scanner operation
- Downloading of technical information through internet is in practice.
- Computer trouble shooting & installation.

### LANGUAGE.

- ARABIC - NATIVE LANGUAGE
- ENGLISH - Good

## III. EDUCATIONAL BACKGROUND AND CERTIFICATES

- ICDL CERTIFICATE
- Cost Accountant CERTIFICATE – Electricity Co.
- Business Accountant CERTIFICATE – Electricity Co.
- Human resources development – CERTIFICATE  
( Communication and presentation skills )
- Professional selling CERTIFICATE.

### EDUCATIONAL BACKGROUND

Tertiary Level : Bachelor of Commerce Accounting department.  
Faculty of Commerce  
Tanta University  
Year graduated 2009

## IV. PERSONAL DATA

Gender	:	Male
Age	:	32 years old
Date of Birth	:	June 1, 1986
Religion	:	Muslim
Nationality	:	Egyptian
Marital Status	:	Married
Driving License	:	Private

## **V. KEY CHARACTERISTICS**

- Flexible and practice outmost professionalism.
- Work efficiently in team work.
- Integrity and work ethics.
- Multi-tasking with minimal to no supervision.
- High quality customer service.
- A bility to work independently and as a part of team.
- Open to criticisms for continuous improvement.

*I certify that the above information is true and correct to the best of my knowledge and ability.*

**MOHAMED AL SHALL**