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|  | Cairo  + 201090793560  [mohammedgalalshokr20@gmail.com](mailto:mohammedgalalshokr20@gmail.com)  **Objective**  Seeking a professional position that enables me to make the best use of my accounting, communication, computer, language skills.  **PERSONAL SKILLS**  Accurate - Adaptable  Ambitious - Amiable  Cooperative - Honest  Productive – Resourceful  **TECHNICAL SKILLS**   * Microsoft office (2003-2007-2013) * Communication Skills * Account Analysis * Reporting * Audit Schedules  Technical Writing * Problem Solving  Decision Making * Customer Services   **Technical coureces**   * ENGLISH * ICDL * Peachtree * Electronic Accounting * HYGIENE   **Languages**   * Arabic: Native Language * English: Good   **Personal Info**   * Date of Birth: 14-4-1990 * Marital Status : Married * Nationality: Egyptian * Religion : Muslim * Military status:completed | **Mohamed Galal Shokr**    About Me  I’m a team player with 6 years of experience working in the accounting field. A summary of my education and past training will reflect the contributions I can make to the organization  if chosen to fill this position, I have:   * Excellent organizational, verbal and written skills * The ability to multi-task and work in a stressful , fast-paced environment * Excellent technical troubleshooting skills * Account Analysis. * Documents financial transactions by entering account information. * Prepares payments by verifying documentation. * Annual Reports. * Audit Schedules. * Balance Sheets. * Contributes to team effort by accomplishing related results as needed.   **Experience**   |  |  | | --- | --- | | **April 2012 to Jan 2015** | **KSA April 2015 till November2018** | | GigaSoft | Nouh Ali Al esary | | Follow up wages and salaries.  Customers' accounts. Special accounts of suppliers.  Work monthly and annual budget and determine profits and losses.  Keep track of inventory and depreciation expense and sales returns.   Recording accounting transactions daily through incoming and outgoing of the company.   And determine the financial position of the company. | Managing Costing.  Managing Salaries.  Managing Purchases.  Managing Suppliers.  Full supervision on the site.   Keep track of inventory goods and work orders for the site.  Work monthly and annual budget and determine profits and losses. |   **Education**   |  | | --- | | Bachelor of commerce |   May 2012 graduated from Menufia University  Grade:good |
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