

**Esraa Abd ElGhani Mohamed Abd ElGhani**

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**Address:** 23 portsaid street , el shatby ,

Alexandria, Egypt

**CAREER OBJECTIVE**

Develop my career through training programs in order to enhance my skills & performance. Achieve an outstanding progress in the performance level of my company and to obtain a responsible and challenging position where my education and experience will have valuable application.

**EDUCATION**

**September 2011** Master in Computer & Accounting

( GRADE: VERY GOOD )

Faculty of Commerce,Alexandria University

Alexandria , Egypt .

**September 2010** Bachelor of Accounting

( GRADE: GOOD )

Faculty of Commerce,English section,

Accounting major ,

Alexandria University ,

Alexandria , Egypt .

**LANGUAGES**

* Arabic: Fluent (Written & Spoken )
* English: Very good ( Written & Spoken)
* French: good command of ( Written & Spoken)

**PROFESSIONAL EXPERIENCE**

**GENERAL ACCOUNTANT & ASSISTANT IN OPERATION DEPT. OCT. 2012 TILL NOW** ELMOUTAZ MARITIME AGENCY & MARINE SERVICES CO.

(*Alexandria, Egypt*)

**OPERATION ADMIN DEC 2011 till SEP. 2012**

ELMOUTAZ MARITIME AGENCY & MARINE SERVICES CO.

(*Alexandria, Egypt*)

**E-MAIL RESPONSIBLE & SECRETARIAT DEC 2010 till SEP. 2011**

ELMOUTAZ MARITIME AGENCY & MARINE SERVICES CO.

(*Alexandria, Egypt*)

**ADMIN , OPERATION & CUSTOMER SERVICES ( Tranning )**

**1st of sept 2009 till 10 oct 2009**

NSGB( National Bank of Egypt ) now QNB ( Qatar National Bank )

Ibrahimia Branch .

**SKILLS& AFFLIIATIONS**

**I.T Skills:**

* International Computer Driving License ( ICDL )
* Commercial Excel part 01
* Commercial Excel part 02
* Quick books Program .
* Peach tree Program .
* Microsoft Office programs .
* Competent knowledge of the Internet

**Certificates :**

* A training course titled "Investing in the Stock Market with Minimum Risk" held At faculty of commerce – Alexandria university . August 2-7 2008
* International Computer Driving License ( ICDL ) Nov .2008
* Commercial Excel part 01 from 25.8.2010 till 02.10.2010
* Commercial Excel part 02 from 02.10.2010 till 10.11.2010
* A training course titled " preparing financial statements in Arabic " May 2012
* Awareness course for risk management based on the requirements

Of ISO 31000 and iso 9001 7th Nov. 2017

* Internal Auditor Course based on the Requirements of ISO 19011

and ISO 9001 :2015 12th Feb. 2018

* Quick books Program . Oct. 2018
* Peach tree Program . Oct. 2018
* Aviation principle ( flight attendant & airports services ) ( Almost done )

**VISITED COUNTRY**

I visited Bahrain three times one time at December 2017 ( with business visa ) for a meeting concerning my current job .

the second time was on july 2018 ( with visit visa ) to attend my friend’s wedding .

the thirs time was on jan 2019 ( with visit visa ) for searching suitable job.