

MOUSTAFA RAMADAN ABD ELHAMIED

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**Profile:**

**Fluent in the language of interaction and communication with different personalities (sensory and mental), Work in a team spirit, Able to learn quickly, Good leadership Skills, Ability to work irregular hours, Self Learning, self motivated, Creative.**

**Objective:**

**Getting a job where there is challenge in order to use my potential abilities and my creativity.**

**Education:**

**2008 ICDL**

**2004 Bachelor of Accounting**

**Faculty of Commerce**

**Assuit University Assuit, Egypt.**

* **Grade: fair**

**Technical Skills and Courses:**

|  |  |
| --- | --- |
| * **Windows Xp** |  |
| * **ICDL** |  |
| * **Office 2003** |  |
| * **Office 2007** * **Peach tree** * **El motakamel program** * **ORACLE program** |  |

**Professional Experience:**

**2006-2007 Fraglla Company**

*The accounts of the depositors of the*

*Receipt and delivery of the goods,*

*The liquidation of the sales of each*

*Delegate as a periodic, and management*

*Of warehouse accounts, and the settlement of returns.*

**2007-2008 El Khaled Company (For Contracting***)*

*Managing the company's website and organizing the work by supervising the workers and solving any problem between the management and the company's employees.*

***2008-2009* Goldi Company.**

*Follow up the sales process in the company exhibition and record the sales on the company's program, and the sales inventory at the company's exhibition.*

***2009- 2016* Egynil Company (Agent of Orange Company)*.***

*Administrator on the finances of the company and move the banks belonging to the company*

*2016 – Still now* **unionaire company*.***

*responsible for customer accounts for the Upper Egypt sector, matching client accounts to Oracle program, making adjustments to the problem when there is a difference in customer accounts, and preparing monthly and annual reports on customer sales.*

**Language skills:**

**Arabic: Mother tongue**

**English: Very Good command of English**

**(Holds more than one course in English language, speaking and writing) .**

**Activities:**

* **Drawing**
* **Travel**
* **See what's new in science and technology**
* **Educational courses approved by the Assuit University: course to prepare youth for the future development of talent and creativity (computer,**

**Languages (Vonatks), activities,**

**Hobbies, educational forums)**

**Personal Information:**

* **Date of Birth : 7/9/1982**
* **Marital status : Married**
* **Nationality : Egyptian**

**Soft Skills:**

* **Good Communication Skills**
* **Good Presentation Skills**

**References:**

**Will be available upon request**.

**Accounting skills:**

- Preparation of weekly and monthly reports.

* analyze financial information to recommend or develop efficient use of resources and procedures, provide strategic recommendations and maintain solutions to business and financial problems
* prepare financial management reports
* analyze and advise on business operations including revenue and expenditure trends, financial commitments and future revenues
* financial audit preparation and coordinate the audit process
* Preparation of financial statements, balance sheets, P&L sheets and in handling receivables, petty-cash, billings and payables.