

Mohamed Maher Sharaf Eldien

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Personal Information

- Marital status: Single
- Nationality: Egyptian
- D.O.B: **15/8/1986**
- Military status: Exempted
- Religion: Muslim

Objective

Seeking a job in an international corporate as accountant where I can combine my talent and experience with my work.

Education

2003-2007

B.Sc. of commerce from: "The Higher Institute of Co-Operative & Managerial Studies"
Graduation Year 2007

Interests and activities

Internet, Reading, society activities and other activities.

Languages

Native language Arabic.
English: Good spoken and written.

Work experience

- Accountant & HR & DC .
At (Jiroun general construction for Building co. & Smart Life General trading)
06/2020 – Till now . Kuwait.
- Accountant & Quality assurance specialist
At international paper manufacturing co. 07/2015 – 05/2020. Kuwait.
- Costing and inventory DP. Manager at Oxygen United co. 02/2015 –06/2015 .Kuwait.
- Accountant at Oxygen United co. 05/2013 – 02/2015. Kuwait.
- Accountant at Al-Sallab co. 09/2011 – 3/2013. Egypt.
- Accountant at Blue Water Egypt co. 03/2011 – 9/2011. Egypt.
- Accountant and sales at Oscar freight co 08/2010 – 1/2010. Egypt.
- El Gammal group co. at HR Department 04/2010 –08/2010. Egypt.
- Accountant at Sabaa Pharmaceuticals co. 11/2008 –10 /2009. Egypt.

Computer Skills:

- Knowledge of Microsoft Office.
- Knowledge of Internet Skills.
- Knowledge of Accounting Programs.

Training

- Accountant at B -Tech summer training.
- Blue Water Company. " in Sales" .
- The National Bank of Egypt "in the Investment Department.
- AutoCAD Engineering Office.
- Awareness training course for Iso 9001:2015 standards
- CMA(Certified Management Accounting)

Nov 08 – Jul 09

Developed English language from level (6)to(10) at Ministry Of Defense Language Institute (MODLI) .

Sep 07 - Jan 08 Basic Business Skills Acquisition (BBSA) Cairo, Egypt
Sponsored by the Future Generation Foundation (FGF)

Training

- Developed Computer Skills: Win XP, Microsoft Office 2003, Internet, MS-project provided by West Wood.
- Developed English language from level (1) to level (4) & English business writing provided by Berlitz .
- Enhanced Presentation skills, Project Development Skills & Teamwork.
- Acquired Basic Business Skills including: Marketing, Sales, Banking, Accounting, Business Correspondence and Report Writing.
- Gradate resource program (GRP)
Sponsored by the Future Generation Foundation (FGF) provided by Dale Carnegie training
Customer Service track include:
 - 1 -Dale Carnegie seminar (communication skills).
 - 2 -World class customer service.
 - 3 -Writing for results (business writing).
 - 4 -Negotiations skills.
 - 5 -Complaints handling.
 - 6 -Customer Relationship Management(CRM)_Act provided by West Wood

Electronic Accounting Applied Training Course” sponsored by the industrial training council (ITC)

Key strengths:

- Ability to learn and apply new information & concepts.
- Efficient, accurate, & able to organize data in a methodical way.
- Self-motivation & ability to work under pressure.
- Ability to communicate effectively with all level within an organization.
- Ability to work in group, fast learning