**Weaam**

[**Weaam.336359@2freemail.com**](mailto:Weaam.336359@2freemail.com)

**EDUCATION**

**25/4/1991 Egyptian single**

**LANGUAGES**

**Arabic** Native

**English** V.Good

CERTIFICATES

**Ongoing: CMA** (Certified Management Accountant)

**2016 IELTS “Academic”**

Overall score = 6

**2012 Financial Analysis**

Computer Center ,Faculty

of Commerce, 22 hours

**2010 ICDL Version 4**

**SKILLS**

Soft Skills

**Team work**

**Presentation skills**

**Customer Service**

**Time Management**

**Communication skills**

**Negotiation skills**

PC Skills

**MS office**

**Searching skills**

**Oracle ERP system**

Analytical Skills

**Problem solving**

**Logical Reasoning**

**Attention to Details**

**Resume**

 **BA of Economics – Good**

**Graduation project - V. Good**

Foreign direct investment & its role in economic growth, Egypt.

Faculty of commerce, Alexandria University.

**PROFESSIONAL EXPERIENCE**

**Accounting Experience (2Years 4 months)**

 **Stock Accountant&Controller** 4/2016-6/2016

**Badawy sons contractors**

- Perform weekly and monthly physical stock checks at all the plants

to the management.

- Receives delivered supplies, materials, and equipment; confirm

that delivered goods match purchase order specifications

of quantity, condition, model number, etc; completes all necessary paperwork

for stock items received, and forwards to supervisor. - Conducts weekly cycle counts of inventory materials based upon

computer-monitored suggested re-order listing; assists in

conducting complete physical inventory count.

-Ensuring that goods received by warehouse are matched with

the actual invoices from the suppliers in the ERP system.

 **AR Accountant** 3/2015- 3/2016

**JUMIA Egypt**

-Follow up on, collect and allocate payments.

-Carry out billing, collection and reporting activities according to

specific deadlines.

-Follow established procedures for processing receipts, cash etc.

-Process credit card payments and bank deposits.

-Process adjustments &Develop a recovery system and initiate

collection efforts.

-Handling the cash flow in& out the safe.

 **Accountant** 1/2014 – 2/2015

**Hi cool for Air conditioning**

-Payroll supporting.

- Expenses and revenue preparing and reporting.

- General accounting duties.

**Sales and other Experiences (4 years)**

 **Financial Planner (Training role)** 7/2016-9/2016

**AROPE Insurance**

-Learning the fundamentals of Life insurance and the insurance

industry in general.

- Training with real and direct cases.

- Make cold calls to prospective clients and inform them

about new products and deals.

- Insurance direct sales techniques and closing skills.

 Data entry clerk 2/2013 – 7/2013

**UNOPS: United Nations Office for Project Services**

Enter and correct the Arab Knowledge Report's data .

**VOLUNTEERING EXPERIENCE**

- Member at SHIFT network (NGO) Feb 2012 to Aug 2013

- Attending International day of democracy 2012, Bibliotheca

Alexandrina

- Attending Responsible citizen program.

the 3rd and 4th phases 2012 at the Swedish institute in Alexandria.

- Organizer (E-AYF) Euro Arab Youth Forum, March to May 2012.

- Member at public relations committee of MOIC Alex,

Alexandria Model of Organization of Islamic Co-operation

Feb to April 2012.

- Organizer at Student union elections,

Faculty of Commerce, Alexandria University 2011:2012.

- Attending World Entrepreneurship day May

 **Sales Representative** 3/2012 – 12/2012

**Air Conditioning Company**

- Maintained effective working relationship with customers.

- Provide direct customer services by informing them of

products and services.

- Create and execute appropriate strategic plans to bring in

more business.

- Meet individual and company sales targets.

- Explain products’ value and capabilities to customers.

 **Service checker** 8/2010 – 3/2012

**International service check company**

-Evaluating customer services discreetly and professionally.

-purchase particular items or observe specific aspects about a

company’s product or service offerings.

-Mystery Shopping is conducted by companies and service

professionals who wish to check on their services,

quality, personnel and operations.

 **Sales Representative** 1/2011-11/2011

**One Design for printing solutions**

-Identify sales opportunities and follow up on existing

Accounts for business development.

- Create and execute appropriate strategic plans to bring

in more business.

- Research sources in order to develop new business

Connections.

**All references are furnished upon request**