Salem

Salem.340503@2freemail.com

**Career Objective**

* Seeking an inspiring job in a successful organization and new challenging accountancy position which will make best use of my existing skills and experience also further my development.



**Personal Information**

|  |  |  |
| --- | --- | --- |
| - | Date of Birth | 8/8/1992. |
| - | Nationality | Egyptian. |
| - | Visa Status | **Visit** |
| - | Marital status | Single. |



**Language**

* Arabic (Native): Mother Tongue
* English: Very good



**Education**

* Bachelor of commerce, from Cairo university 2013.
* Graduating section: Accounting section.
* Grade: Excellent.



**Employment History**

* Company**:** Gad Restaurants From: 8/2016, To: 15/1/2017.

o Title**:** Assistant Financial manager.

* Company**:** Ahl Al Khabra (chartered accountant office) From: 2015, TO: 7/2016.

o Title: External Accounting Auditor. (tourism and commercial companies)

* Company: CORTGIANO Restaurants From: 2013, To: 2014.

o Title**:** Accountant F&B.

* Company: CORTGIANO Restaurants From: 2012, To: 2013.

o Title**:** Assistant operation manager F&B.



**Featured skills and Endorsements**

* Accounting payable.
* Accounting receivable.
* Invoicing.
* Payroll.
* Cost accounting.
* General ledger.
* Bank reconciliation.
* Book keeping.
* Accounting cycle
* Beginning and ending inventory.
* Journal entries.
* Fixed assets schedule.
* Trial balance.
* Financial statements.
* Auditing.
* Adjusting entries.
* Income tax.
* Balance sheet.
* Tax declaration.
* General journal.
* Good Knowledge of Ms windows xp.
* Good Knowledge of Ms office Applications (word - Excel - power point - Outlook).
* Programming languages : TALLY – PEACHTREE.



**Personal skills**

* Good communication skills.
* Hardworking, self motivated , team work and responsible.
* Ability to work under pressure in a dynamic environment.
* Ability to create methods and reports to make data useful.
* Ethics and integrity , culture awareness , and relationship building.
* Ability to learn quickly and punctuality.
* Also I worked many jobs during studying concerning Marketing and Sales.



**Hobbies and Interests**

* Surfing the Internet.
* Reading, drawing.
* Sports ( football – Equestrian – swimming).