**Khaled**

**E-mail:** Khaled.342472@2freemail.com

**Personal Data**

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| --- | --- | --- | --- | --- |
| **Gender** | Male. |  | **Date of Birth** | April 6th, 1991. |
| **Nationality** | Egyptian. |  | **Place of Birth** | Cairo. |
| **Marital Status** | Single. |  | **Military Status** | Exempt. |

**Education**

**(Feb, 2013) - B. A.** in **Business Adminstration at Ahram Canadian University**

* **Major**: Accounting.
* **GPA:** 2.07

**Work Experience**

* **(October2016 – January2017):** Worked in “**ICE ROLLS”** Company as a General Manager at **Egypt.**
* **(September2014 – September2016):** Worked in “**Egyptian Academy** **of Certified Public Accountants**” as an General Accountant in preparing Financial Statements, Establishing Companies, Taxes, Audit at **Egypt.**
* **(December2013 – August2014):** Worked in. “**Domina Coral Bay Hotel”** in Sharm El Sheikth as a Cashier at **Egypt.**
* **(March2013 – October2013):** Worked in “**Cortigiano Italian Restaurants”** as an Accounts Payable, Inventory, Bank Reconcilation at **Egypt.**

**Computer skills**

* **Microsoft Office:**
* Word Document
* Excel

**Personal skills**.

* Negotiation Skills.
* Presentation Skills.
* Hard Worker
* Ambitious
* Communication Skills.
* Internet Skills: emails, searching …etc.

**Languages**

* Arabic Written & Spoken (Native Language).
* English Written & Spoken. (Fluent)

**Courses and Certificates**

* Certified Trainer at **Cortigiano Italian Restaurants** as an **accountant** for Two years
* Attended a Course **PFA** which stands for **Professional Financial Account.**
* Attending a Course **CPA** which stands for **Certified Public Account.**