***Curriculum vitae***

***Elhoushi***

[***Elhoushi.365222@2freemail.com***](mailto:Elhoushi.365222@2freemail.com)

***Personal details:***

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| Address: | Deira , Dubai |  |  |
| Date of Birth: | June 26, 1989 |  |  |
| Nationality: | Egyptian | Driving license: | Dubai |
| Religion: | Muslim | Marital status: | Single |



***Objective:***

Seeking a growing organisation to contribute and utilize my unique academic qualifications for the progress of the organisation operation. Also, to learn, gain new and different experiences.



***Education:***

* B.C. Faculty of Commerce (Arabic Department), Alexandria University, 2010
* Major: Accounting
* Accumulated Grade: Good .
* Courses of study including: Cost Accounting, Tax Accounting, Economics, Corporate Accounting, Management Accounting, Etc.



***My Experience:***

* + **Currently I am working at ONTIME GROUP in Dubai, I joined at the date of (21st of Dec, 2014 till now).**
* My main target is to help the customer to get what they need.
* I am working with the consulate services and governmental services.
* I am working for PRO services and document clearing for MOL , Immigration , DHA and Emirates ID .
* I am working on typing Ejari.
* I am working on creating the application for the visa for many countries.
* **I worked as customer service agent at BIOVAX ANIMAL HEALTH at EGYPT (veterinary pharmaceutical company) from the date of (Mar 2014 till Nov 2014).**
* My main target here was to solve the customers’ problems.
* I was responsible for calling the customers to create their orders and manage with them the best delivery time.
* It was my responsibility until the customer receive his orders and then become ready to manage if there is any problem.
  + **I worked as an accountant at UNIFORM EXPRESS (Dubai, U.A.E) from (Aug 2013 till Jan 2014).**
* Preparing Daily, weekly & monthly MIS for the Management.
* Monitoring receivables and payables.
* Inter unit and Intercompany reconciliations (AR&AP).
* Contact the customers & suppliers for the reconciliations of accounts.
* Passing of deprecation & deduction Entries.
* Bank reconciliation (Current accounts).
  + **I worked as a customer service agent AT DISNEY TOURS GROUP at EGYPT FROM (Jan 2011 till Jul 2013).**
* I was responsible for UMRAH passengers.
* I was responsible for their bookings and to do any required changes.
* I was responsible for following up with the customer for the payments.
* I was receiving the customers’ complaints regarding our services.



***Special Skills:***

* Working in difficult and challenging conditions.
* Good administrative skills.
* Excellent team work skills.
* Strong communications skills acquired through dealing with different types of clients.
* Excellent interpersonal skills.
* Well organize at work.
* Focus and accuracy at work.
* Strong ability of fast learning.



***Computer Skills:***

* MS DOS
* MS Windows professional (All Versions).
* Microsoft Office (Word - Excel - Out Look - Web page).
* Commercial Excel, height level advance.
* Typing: Arabic and English: Very Good.



***Languages Skills:***

* Native language Arabic.
* Good command of both written and speaking English.



***Training:***

* Courses at develop language and computer skills.
* Excellence in customer service
* Essentials of first aid CPR & AED at workplace course



***Hobbies:***

* Sport - Reading - Running - Traveling - Music - Internet.



Available upon your request,

Thank you,