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**Eslam**

**Eslam.368705@2freemail.com**

**VISION & OBJECTIVE**

* Looking for challenging career, where there is scope for demonstration, always on a look Out for a positive & bigger outlook, Currency are ideas, thrive on Imagination & Passion,
* Rigorous thinking and boundless curiosity, Sets levels & standards that exceed Expectations, Have fun attitude is everything, Bottom line rises with the Organization, A Learner for Life.

**EDUCATION**

* Bachelor Degree in commerce.
* ICDL course from Elamanara institute
* English course from American university in Cairo
* electronic accounting from Almanara institute
* MBA in management from Cairo university

# Experience:-

## September 2016 - March 2017 , EFG Group , Egypt.

●**Position** **: Accountant.**

●**Job duties :-**

* responsible for preparing, examining, and analyzing accounting records, financial statements, and other financial reports
* preparing the purchase orders and all the bills needed to buy the Items for the shops
* make a daily reports sales and expanses
* make monthly reports including expanses and incomes
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## April 2016 - August 2016 - JOTUN Company , Egypt.

 **●Position : Sales Representative.**

 **●Job Duties:-**

• Provide direct customer services by informing them of products and services
• Ensure that customers are directed to the appropriate aisle
• 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
• Make cold calls to prospective clients and inform them about new products and deals
• Conduct market research to identify trends and manage sales activities accordingly
• Meet individual and company sales targets
• Promote new products to walk-in customers and record order

* • Verify the validity of paper money and credit cards
• Tally cash with receipts at the end of the months

##  July 2014 - February 2015 - Beach Al Batros Hurghada

## - Position: Data Entry Clerk

## - Job Duties:

* 1- Inputting guest information from available sources into hotel system
* 2- Comply to hotel standards regarding accuracy and securing guest information
* 3- Review data to identify errors and apply correction when needed
* 4- Provide assistance and information to guests to ensure guest satisfaction

# Personal INFORMATION

# :

* + Nationality :- Egyptian
	+ Gender : male
	+ Tourist visa : available till 16 July 2017

# Languages and Skills

Arabic : Mother Tongue

English : Good command

# Courses

- ICDL course from Elamanara institute

- English course from American university in Cairo

- electronic accounting from Almanara institute

- MBA in management from Cairo university