

Emad

Emad.373930@2freemail.com

**Career Objective**

* To gain experience through a reputable institution and contribute to the success of this institution. I want to expand my skills for the benefit of my work and of my career.

**Personal information**

* Nationality : Egyptian.
* Date of birth : 19/1/1988.
* Gender : male.
* Military status : Exempted.
* Marital status : single*.*

**Education and Courses:**

* Bachelor of Commerce, accountancy Section, Kafr El-Sheikh University, 2009.
* ICDL course (Microsoft office, Windows, Word, Excel, Power Point, Internet and Access), 2009.
* English course under the auspices of Axon, 2009.
* Banking operation course under the auspices of The Central Bank of Egypt, 2010.
* Financial Manager Course from Egyptian Academy for the training of accountants, 2012.
* Better World Foundation (A Project of the AUC) “English course” 2012 - 2013.
* Oracle - Erp Financial R12 from Next Academic, 2015.

**Work Experience:**

**1. EgyCross Assistancefrom 10/2013 till 09/2017.**

Claims Handling Manager from 09/2015 till 09/2017.

* Responsibilities included:
	+ Auditing the invoices and handling all financial claims.
	+ Handling with all companies and all service providers.
	+ Preparing and Auditing all payments and follow all outstanding balances for our customers “Insurance Companies”.
	+ Follow-up all balances in banks.
	+ Highlight profits and losses and present in customized reports on regular basis.
* Discuss financial issues with Accountants abroad.

 Accountant from 12/2014 to 09/2015.

* Responsibilities included:
	+ Making invoices and evaluate the medical procedure of the medical assistance

“Insurance Companies”.

* Customers and supplier’s payment follow up.
* Prepare daily reports for Suppliers and Customers.

As Travel Insurance Coordinator from 10/2013 till 12/2014.

* Responsibilities included:
* Receiving requests from the customers by Email, Fax or by Tel-Phone and recording the cases in the system.
* Send request to our suppliers.
* Handling the medical insurance cases till the insured get the assistance.
* Dealing and resolving with all problems of the insured's.
* Preparing monthly statistics regarding the work rate.
1. **El Assuity Telecom: from 7/2012 to 10/2013**
* Responsibilities included:
* Customer account.
* Stocktaking and preparing daily & annual reports for Inventory.
* Prepare daily reports for sales and Customers account.

All the Accounting operations was handled by system “Double Click”.

**3. Marina Travel: from 4/2010 to 7/2012**

* Responsibilities included:
* Stocktaking.
* Analysis the Expenses in the American Journal.

**Languages skills**

* Arabic: mother tongue.
* English: Quite good (listening-speaking).

**Computer skills**

**General**

* Familiar with all Windows Operating Systems (Windows XP, Windows Vista, Windows 7 and 10).
* V.Good Knowledge in MS Office

(MS-Word, MS-Excel, MS-PowerPoint, MS-Outlook).

* Very Good Computer skills, application knowledge and search engines.

**Accounting-related Computer skills**

* Good in Accounting Using Peachtree
* Good in Accounting Using Double Click
* The basic of Oracle - Erp Financial R12.

Reference is available upon request