**Kerolos**

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**Objective**ــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــ

To obtain an accounting position where I will be able to contribute my skills, knowledge and experience to a company that will give me an opportunity to develop my career.

**Education**ــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــ

**June 2015**  **Bachelor of English Commerce, Suez Canal University**, Ismailia - Egypt.  **Department:** Accounting.  **Grade:** Good.

**Experience**

ــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــ**Sep. 2015**  **Accounts Assistant, Velocity Jeans Egypt Co. (ESC), Ismailia Public Free Zone**, Egypt.

**Sep. 2017**

Updating the sales entries on ERP system & excel.

Posting expenses freight & trucking.

Posting bill entry & purchase of accessories, general goods and fabric.

Posting expenses for salary Egyptians & Foreigners, bonus and resigned workers.

**June 2014**  **Assistant, Management Department, Al Amir for Stationery Trade and Importing,**  **May 2015** Ismailia - Egypt.

Correspond with the company representative in China about required orders.

Take inventory in the company store.

Deal with number of 50 customers weekly in the main branch.

**Training** ــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــ

**Aug. 2013** **Customer Service Trainee, Suez Canal Bank**, Ismailia - Egypt.

 Provided services to number of 50 customers including registration of new clients.

Handled number of 15 requests for Visas and Funds.

Monitored daily electronic balance.

**Courses**ــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــ

**Feb. 2015**  **General English – Fundamental User A2, American University in Cairo,** Ismailia - Egypt.

Discovered real-life functional language.

Participated in classroom discussions.

**Sep. 2012** **International Computer Driving License (ICDL), Dr/ Sobhy Zakian Center,** Ismailia - Egypt.

Produced professional quality documents and presentations efficiently.

Increased the ability to communicate and access information and services.

**Activities** ــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــ

**Dec. 2012**  **Leader Assistant, General Union of Scouts and Guides,** Ismailia - Egypt. **Dec. 2014**

Strategized the goal of number of 4 Camps and Expeditions.

* Led training Camps for 24 Scouts to develop their outdoors and survival skills.

Organized events and festivals to spread awareness of scout goals.

**Oct. 2013**  **Participant, Employability Skills Track, Aspire experiential consulting solutions in Cooperation with the American University in Cairo,** Ismailia - Egypt.

Understood the concept of Business etiquette and effect of culture on it.

Discovered the ways of decision-making, and the problem solving techniques.

Identified the key points in creating effective partnerships and networking.

**Skills**ــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــ**Computer:** Very good working knowledge of Microsoft Office.  **Language:**  Very good working knowledge of English.