**Alaa**

**E-Mail:** [alaa.379359@2freemail.com](mailto:alaa.379359@2freemail.com)

**CAREER OBJECTIVE**

* **Seeking a job as Accounting and Financial Management.**

Where I can demonstrate my technical and business skills and contribute to the completion of work.



**SUMMARY OF QUALIFICATIONS**

* Find out ways and procedures and forms used in calculations and financial operations.
* Prove the daily restrictions and deported.
* Preparation of financial statements (trial balance - income statement - profit and loss account – balance sheet).
* Calculation of VAT tax and preparation of tax declaration.
* Hold accounting books.
* Ability to handle numbers and calculations.
* Use of accounting software.



**EDUCATION AND WORK EXPERIENCE.**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| From Sep 2009 to May 2013 | | **Bachelor degrees in Accounting (74.4%).** | | | | | |  |
|  |  | Faculty of Commerce, Tanta University. | | | | | |  |
| From Dec 2015 to Dec 2017 | | **Financial Accountant.** | | | |  | |  |
|  |  | Egypt Ministry of Interior, Industrial Zone. | | | | | |  |
| From Mar 2015 to Dec 2015 |  | **Financial Accountant.** | | | | |  |  |
|  |  |  | Arabic Foundation for Industry. | | | | |  |
| From Oct 2015 to Dec 2015 | |  |  |  |  | | |  |
| **Diploma of English (level 8).** | | | | | |  |
|  |  |  | IT Vision Academy. | | | | |  |
|  |  |  |  |  |  |  |  |  |

From April 2012 To May 2012 **Excel Accounting Budgeting Training Course.**

Academic Computing Center, Faculty of Commerce, Tanta University.

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| From April 2012 To May 2012 | **Peachtree Complete Accounting Training Course.** | | |
|  | Academic Computing Center, Faculty of Commerce, Tanta University. | | |
|  |  |  |  |
| May 2012 | **International Computer Driving License.** | | |
|  | Computer Center, Tanta University. | | |
|  |  |  |  |



**COMPUTER SKILLS**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Microsoft Word.** |  | **Internet & Mail.** |
|  | **Microsoft Excel.** |  | **Peachtree.** |
|  | **Microsoft PowerPoint.** |  | **Oracle System.** |



**PERSONAL SKILLS**

* Fully prepared to withstand the pressures and acquire new skills.
* Committed to highest ethical standards.
* Work under pressure .
* Work in a collective team.
* Guidance and leadership.



**LANGUAGE**

* **Arabic:** Mother tongue.
* **English**: Very good (Reading, Listening, Speaking and Writing).



**PERSONAL DATA**

* **Date of Birth:** Sep 17,1992.
* **Nationality:** Egyptian.
* **Military Service**: Done.
* **Marital Status**: Single.
* **Visa Status:** Tourist Visa.

