**Name:** ***Joseph***

**E-mail**: **joseph.349583@2freemail.com**



**Objective**



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



|  |  |
| --- | --- |
|  | **Personal Data** |
| Date of Birth: | 19th July, 1990. |
| Marital Status: | Single. |
| Military Status: | Completed. |
| Nationality: | Egyptian. |
|  |  |
|  | **Education** |

B.Sc. Commerce*,* Menoufia University - May 2011 Division of Accounting, **(Grade: Good)**



**Employment**



* **Alex Bank, Giza**

o **Customer Service Officer** From Jan., 2017 Till Now

* Job description :
	+ **Attracts potential customers by answering product and service questions; suggesting information about other products and services.**
	+ **Opens customer accounts by recording account information.**
	+ **Maintains customer records by updating account information.**
	+ **Listen and respond to customers’ needs and concerns.**
	+ **Provide information about products and services.**
	+ **Take orders, determine charges, and oversee billing or payments.**
	+ **Review or make changes to customer accounts.**
	+ **Handle returns or complaints.**
	+ **Record details of customer contacts and actions taken.**
	+ **Research answers or solutions as needed.**
	+ **Refer customers to supervisors, managers, or others who can help.**
* **Flex P. films Egypt**, **6th, October City**

o **Junior Accountant , Accounts Payable** From Oct., 2015 Till Dec., 2016

* + Job description :
		- **Handling, issuing, reviewing Accounts Payable.**
		- **Payments & Cheques. (Full Responsibility for Payables).**
		- **Verify and correct errors in invoices and suppliers accounts & Monitor irregularities in accounts Payables.**
		- **Follow up all Insurance Policies in all Kinds (Medical-All Risks-Inland-Marine).**
		- **Freight & Purchase Invoices.**
		- **Follow up With All Customs Clearance Payments**.
* **Diva Foods**, **6th, October City**

o **Junior Accountant** From May, 2014 Till Sep., 2015

* + Job description :
		- **Handling, issuing, reviewing Accounts Receivable.**
		- **Handling and preparing inventory for warehouses and reconciliation of any variances found.**
		- **Preparing and issuing Bank reconciliation report.**
		- **Assistance in preparing the balance sheet and income statement every month.**
* **Farm Cheese for Dairy & Food Production, 6th, October City**

o **Accountant** From Sept., 2013 – Apr., 2014



|  |  |
| --- | --- |
|  | **Courses& Training** |
|  |  |
| ***Oct 2015*** | Working on ERP Systems "**Oracle R12"** |
| ***May 2014*** | Working on ERP Systems "**Al-Motakamel 2000"** |
| ***May 2013*** | Has Completed Successfully Diploma of |
|  | **Computerized Accounting by Using Excel 2007** |
| ***May 2013*** | Has Completed Successfully Diploma of |
|  | **Manual Accounting** |
| ***May 2013*** | Has Completed Successfully Diploma of |
|  | **Oracle Financial R12** |



**Skills**



**Computer skills:**

International Computer Driving License (ICDL).

Good internet User, good knowledge of computer skills and able to work on All types of windows.

**Languages:**

Arabic: Mother Tongue**.**

English: Good.

**Personal Skills:**

Have strong interpersonal and communication skills, working well under pressure, Ambitious, dynamic, hard working person, organized and teamwork.



**Hobbies**



Playing Football, Adore Drawing,

Surfing the Internet.

**References: Available On Request** **Joseph**