



**Samer Abd El Rahman Hussein Allam**  
**7 Ismail Rafat Hadaek El Kobba Cairo.**

## **Objective**

Seeking new challenges, by joining a progressive organization which effectively utilizes my professional experience, and my gained practical skills within the scope of my education, in offering opportunities for more advancement & to work as Human Resource Specialist

## **Education**

Bachelor degree in Commerce: 2001  
Ain Shams University, Egypt.  
Grade: Satisfactory.

## **Work Experience**

### **E A S:**

HR Specialist (Jan 2016-current date)  
G H A (May 2007- Jan 2016)

Is one of the largest Company in Ground Service field in the Egypt. It Serve the Most Famous Air Line (British Air Ways, Delta Air Line, K L M, Lufthansa, Quarter Air Way, Airoflot, Swiss Air, Jat, Delta, Alitalia, Air France.....)

- greeting passengers and checking their tickets and passports against the passenger list
- asking security questions
- allocating seats and giving out boarding cards and luggage labels
- weighing luggage and charging the passenger extra if the luggage is overweight
- giving flight information and directing passengers to departure gates
- dealing with issues from delayed, cancelled or missed flights
- checking boarding passes at the departure gate
- Escorting people who require assistance and unaccompanied children.

**Hesham El Zoheri Accountant Office: Accountant (jan2011 – jan2014)**

- 1) Collect and analyze data to detect deficient controls, duplicated effort, extravagance, fraud, or non-compliance with laws, regulations, and management policies.
- 2) Report to management about asset utilization and audit results, and recommend changes in operations and financial activities.
- 3) Prepare detailed reports on audit findings.
- 4) Review data about material assets, net worth, liabilities, capital stock, surplus, income, and expenditures.
- 5) Inspect account books and accounting systems for efficiency, effectiveness, and use of accepted accounting procedures to record transactions.
- 6) Examine and evaluate financial and information systems, recommending controls to ensure system reliability and data integrity.

**Aqua Top:**

**AQUATOP was founded in 1991 with a capital of 1 million dollars and now AQUATOP is a pioneering company in the Egyptian market operating in the field of bathroom furnishing with a special and unique vision for creativity and prestige concepts fulfilling the needs of a very special class of the Egyptian and Arab communities**

**Accountant (May 2006- Jun 2007)**

- Prepares asset, liability, and capital account entries by compiling and analyzing account information.
- Documents financial transactions by entering account information.
- Recommends financial actions by analyzing accounting options.
- Summarizes current financial status by collecting information; preparing balance sheet, profit and loss statement, and other reports.
- Substantiates financial transactions by auditing documents.
- Maintains accounting controls by preparing and recommending policies and procedures.
- Guides accounting clerical staff by coordinating activities and answering questions.
- Reconciles financial discrepancies by collecting and analyzing account information.
- Secures financial information by completing data base backups

**Reda El Awni Accountant Office:**

Accountant (Oct 2005-Oct 2006)

- 1) Collect and analyze data to detect deficient controls, duplicated effort, extravagance, fraud, or non-compliance with laws, regulations, and management policies.
- 2) Report to management about asset utilization and audit results, and recommend changes in operations and financial activities.
- 3) Prepare detailed reports on audit findings.
- 4) Review data about material assets, net worth, liabilities, capital stock, surplus, income, and expenditures.
- 5) Inspect account books and accounting systems for efficiency, effectiveness, and use of accepted accounting procedures to record transactions.
- 6) Examine and evaluate financial and information systems, recommending controls to ensure system reliability and data integrity.

Egydrag Call Center:

Customer Service & Sales Agent (Jul 2004 –Oct 2005)

Maison Thomas Restaurant:

Branch Manager (May 2002 – Jun 2004)

### **Achievements:**

- Detect Fraud and Theft at Godco Factory for Gases @ Obour City While am working as an External Audit (Mar 2006)

### **Training Courses**

- MS Office
- HR Management Advanced Diploma
- HR Management Diploma (35 Hrs.) @ Egy cham Accredited by Ain Shams Univ Jun 2016
- International Gate Agent (40 Hrs) From Delta Air Line 25<sup>th</sup> Apr 2008
- International Customer Service Agent & Reservation on Delta Matic System (40Hrs) From Delta Air Line 28<sup>th</sup> Apr 2008
- Dangerous Goods from Delta Air

### **Skills**

• Languages spoken & written:

Arabic Mother Tongue.

English Excellent Command.

Excellent Knowledge of

- MS Office (word, excel, power point)

- Knowledge of computer functions including skilled knowledge of the following operating systems and application programs:

Windows, internet surfing

## **Additional Data**

**Date of Birth: 24 Jul 1975**

**Military Status: Exempted**

**Marital Status: Marred**

**Nationality: Egyptian**

**Driving License: Available**

**Gender: Male**

## **Reference**