

Shorouk Mostafa Mohamed

Address : kastania st , Ard El gzera el khadraa ,Awel el montaza Alexandria

Accountant

PROFESSIONAL SUMMARY

An **Accountant** with a bachelor's degree in commerce, Alexandria University in 2016 with two years of experience in accounting field. Proven leadership ability and effective communication skills.

Seeking for an experience level accountant position with a company where I can apply my dedication. Creativity and Positive attitude to help the company achieve its goals.

Technical skills:

An advanced user of:

- **Microsoft office (word, power point, excel).**
- **Financial statements & excel functions.**
- **Internet Explorer and all search engines.**
- **Quickbooks , P.T .**

Professional Skills:

- **Have the ability and flexibility to learn** • **Self-motivated.**
- **Hard worker.** • **Teamwork**
- **Excellent communication skills.**

PROFESSIONAL EXPERIENCE

- **Training at NYAZA Company as an accountant** from: 11/2016 to: 12/2016. Learned how to record the financial transactions and cost transections in government organization.
- **Training at electric company in Elrsafa as an accountant.** Recorded the financial transactions.
- **Worked as secretary at an Educational Centre.**
- **Worked as an accountant at factory for clothes for year** from: 2/2018 to: 2/2019. Managing and controlling all accounts of agents. Auditing the row material inventory stock. Recording all journal entries. Aid the humane resources tasks.
- **Worked as an accountant at EH company** from: 2/2019 to: 1/2020. Managing and controlling all accounts of supply chain and agents. Auditing the final product inventory stock.
- **Working as an accountant in EL _ Shamadan Company from 19/9/2020 till now .**

EDUCATION

Alexandria University (2012/ 2016) Egypt

BA from the Faculty of commerce, Arabic section, Accounting Department.

In good degree (72.4%).

OTHER RELEVANT INFORMATION

Languages: Arabic: native.

English: Very Good.

Passion and Interests: Seeking for an experience level accountant position with a company where I can apply my dedication. Creativity and Positive attitude to help the company achieve its goals

COURSE AND CERTIFICATES

- **SIYB - Start And Improve Your Business, Bassem Maher** **June 2020**
- **Cost Accounting course from E3melbusiness Academy** accredited from Entrepreneurship & Business "EBU".
- **Human Resource "HR" course from E3melbusiness Academy** accredited from Entrepreneurship & Business "EBU", HR Certification Institute "HRCI", "SSBM" and Business Graduates Association "BGA"
from: 16/4/2020 to: 23/5/2020
- **Training and Development of staff course from E3melbusiness Academy** accredited from Entrepreneurship & Business "EBU", HR Certification Institute "HRCI", "SSBM" and Business Graduates Association "BGA"
from: 27/4/2020 to : 27/5/2020
- **Talent acquisition course from E3melbusiness Academy** accredited from Entrepreneurship & Business "EBU", HR Certification Institute "HRCI", "SSBM" and Business Graduates Association "BGA"
from: 6/5/2020 to : 2/6/2020
- **Attended 3 Weeks of Oracle Database Course at Faculty of Commerce** (August 2017)
- **Attended a Seminar about SAP Finance at Faculty of commerce** (August 2017)
- **English course at American council** from Nov 2015 to May 2016
 - **Period of accountant qualification by using financial statements at Faculty of commerce Alexandria University** from: Aug 2016 to: Oct 2016
- **International Computer Driving License "ICDL"** (summer 2016) Advanced Training on MS 2010 package, Windows, IT and Internet.