

MOSTAFA MAHMOUD ELSHERIF

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Personal information

- Date of birth :4/5/1998
- Nationality : Egyptian
- Marital Status : Single
- Gender : Male

Objective

Seeking a progressive and challenging career in Accounting Fields to utilize My skills and Experience of My Life For Achieving My Personal Goals.

Education

- Degree : Bachelor of commerce - Aug 2020
- University : Menoufia
- Major : Accounting

Courses

- Electronic Accounting:
 - ICDL online
 - Peachtree
 - QuickBooks
 - Microsoft Accounting from Menoufia University.
- Microsoft Office Programs – Windows Programs.
- Human Development

Experience:

- Data entry, And contracts At El_Hayah hospital (8 Months)
- Site Accountant at Quality Company From 2020 To 2022
- Call center at Vodafone company From 2019 To 2020
- Cashier at KFC Restaurant From 2017 To 2019

➤ **Additional Experience:**

- Volunteer at Sonnaa Al-hayaa Association.
- Menoufia 2017 Knowledge is Power Project (literacy campaign).

Mission: Raise the level of awareness among the Egyptian society through literacy and providing educational and awareness for various services.

➤ **Data entry, And contracts At El_Hayah hospital**

- Strong understanding of Microsoft Excel or similar database software.
- Receiving patients' bills and recording their data.
- Hand over the general accountant the daily expenses in the form of organized schedules

➤ **Site Accountant at Quality Company**

- Preparing statutory accounts
- Ensuring payments, amounts and records are correct.
- Controlling credit and chasing debt.
- Working with spreadsheets, sales and purchase ledgers and journals

➤ **Call center at Vodafone Company**

- Receive Customer Calls And Welcome Them In a Professional Way
- Know their problems and work to solve them as soon as possible
- Make a good impression of the company by talking tactfully

➤ **Cashier at KFC Restaurant**

- Strong communication and time management skills and Familiarity with electronic equipment, like cash register and POS
- Work experience as a Retail Cashier or in a similar role in sales

Computer skills:

- o Windows, Microsoft office (Word-Excel-PowerPoint-Access)
- o Excellent Skills using internet and web-based applications.
- o Ready and qualified to learn any other operating system, programming language or software application required to my field.

language skills:

- o Arabic: Native
- o English: Very Good Level

Personal Skills:

- o High ability to gain professional work experience as (Communication, Problem analysis and solving).
- o Fast performance in my work and working under stress.
- o Ambitious, creative, flexible, organized and quick learner.
- o Teamwork Very good