



TAREK AZMY SEDIQ ZALAT

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To be part of an organization that can utilize and enhance my skills and knowledge for professional and personal growth propelling me to contribute for the company's continuous business triumph and own successful career as well.

EXPERIENCE:

ON AUG 2019

ACCOUNTING INTERN

PETROLEUM GAS COMPANY, TANTA BRANCH

Assisted to providing full range of services, include tax preparation, preparation of financial statements, general ledger accounting and bank reconciliation.

ON JUL 2020

INTERNSHIP IN BANK MISR ONLNE

ON AUG 2021

ACCOUNTING INTERN

CAIRO OIL REFINING CO, TANTA REFINERY

Assisted with bill payments, records organization and preparation, and other office duties to support financial and accounting operations

FROM JULY TO OCT 2022 WORKED AS A CASHIER ON EL SHABRAWY, RESTAURANT

Education:

June 2021

**FACULTY OF COMMERCE ENGLISH SECTION, MAJOR IN ACCOUNTING,
TANTA UNIVERSITY**

RELEVANT COURSES:

- **Oracle E-Business suite release (12.2.10)**
 - **Course in details:**
 - General ledger
 - Accounts Payable
 - Accounts Receivable
 - Cash management
 - Fixed Assets
 - Tax management
- **Professional Financial Accountant (PFA)**
 - **Course in details:**
 - Bookkeeping
 - Peach tree
 - Accounting Excel
 - Quick Books

SKILLS:

- Compliance
- Coordination and teamwork
- Verbal communication skills
- Efficient in Microsoft Office (Word, Excel, Power point,)
- Attention to details
- Work accurately
- Organization skills
- Flexibility and Multitasking

LANGUAGES:

- **Arabic** (mother tongue)
- **English** (Very good)

PERSONAL INFORMATIONS:

- Date of birth: 5-MAR-1999
- **NATONALITY : EGYPTIAN**

VISA STATUS: VISIT