

Elsayed Salah Elsayed

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OBJECTIVE:

Seeking a challenging position in a competitive environment where I can hone my skills and contribute to a progressive company's corporate goal of professional development.

EDUCATION:

Accounting bachelor's degree from Mansoura University.

From September 2018 to July 2022.

EXPÉRIENCE:

▪ **Accountant Assistant at Al Amar Trading and Distribution Company.**

From January to December 2022.

Job Duties:

Accounting Clerks, Accountant Assistant prepare financial documents such invoices, accounts receivable, accounts payable, purchase orders, payroll, reports, and other financial records for entry into computer software. They also do bank reconciliations and assist in the preparation of budgets and reports.

▪ **Summer Courses at Banque Misr**

From June to September 2021.

Job Duties:

Making currency exchange and dealing by different types of currency, handle customer complaints, provide appropriate solutions and alternatives within the time limits; follow up to ensure resolution

COURSES:

- PFA course from the International Center for the Training of Accountants in Mansoura in 2022.
- Online ICDL Courses in 2022.

SKILLS:

- Ability to maintain customer confidence and protect operations by keeping financial information confidential.
- Excellent use of accounting Excel.
- Excellent use of global electronic accounting software such as Peachtree and QuickBooks.
- Interactive and fast enough to learn new about Accountancy.
- Good understanding of Sales, marketing.
- Proficiency in MS Office (Word, Excel...).
- Good communication skills, both written and spoken.
- Ability to work under pressure.
- Strong personality, dynamic, innovative, and capable of handling multiple tasks & deadlines.
- Team player, Hardworking, Trustworthy, Honest and Flexible to an ever changing working

LANGUAGE:

- Arabic is the mother tongue.
- English is good.