

**Name : Abeer Elsayed Abdallah Mohamed Rakha**

Country : Egypt

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Address : El Sharjah

## **I – Personal Details**

Nationality : Egyptian

Date of Birth : 20/4/1997

Marital status : Single

Language : Arabic (MotherToang)

: English

: Germany

## **II – Objective**

- Employ my Technical and academic knowledge to be a good accountant.
- An accountant with over a year of experience providing information and assistance to those individuals who make business decision on a daily, monthly and yearly basis in pursuit of a job.

## **Highlight of Qualifications**

- Knowledge of Accounts
- Sales
- High ability to communicate

## **III – Educational Background**

University : Mansoura

Qualification : Bachelor of commerce (accountant), July 2019

Appreciation : Good

## **IV – Working Experience**

### **Cashier**

**Company Name :Week Gift Market. (From July 2023 until now )**

### **Job Responsibilities:**

- Handled cash and card payment with precision.
- Educated customers on promotions, offers and special events to enhance product sales.
- Helped Customers make product and services Selection among range of options.

## **Pharmacy Assistant**

**-Company Name: pharmacy**

**(from June 2020 to Jan 2022)**

### **Job Responsibilities:**

- Responsibility for Accounts of the pharmacy.
- Dispensing medication to the patient (Doctor's assistant).
- Assistant pharmacy staff in preparing medications and filling orders.
- Minimised patient waiting times through excellent prioritisation and multitasking.
- Provided administrative support to pharmacy teams including filling orders ,copying and faxing.

## **Cashier**

**Company Name: Fatahlla Market**

**(from February 2019 to April 2020 )**

### **Job Responsibilities:**

- Handled cash and card payment with precision.
- Educated customers on promotions, offers and special events to enhance product sales
- Helped Customers make product and services Selection among range of options.

## **Sales**

**Company Name: Pen & Paper Stationery store**

**(from June.2017 to Jan.2018 )**

### **Job Responsibilities:**

- Dealing with incoming customers.
- Acting right in hard stressful situation with none satisfied customers.
- Responsibility of the store and the stock

## **V – Computer Skills**

Microsoft Office

- Excel
- Word
- PowerPoint

## **VI – Personal Skills**

- Hard Worker.
- Strong interpersonal and communication skills.
- Goal Oriented .
- Open to different cultures.
- Applying creativity to product service and situations.
- Quick-witted and have the ability of acting right in critical situations.
- Updated with the latest in technology field

## **VII-scientific grants**

- English
  - IC3
  - Human Development
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