

Mohamed Abdelellah El Saadany

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Objective

I am flexible, reliable, and possess excellent time-keeping skills. I am an enthusiastic, self-motivated, reliable, responsible, hard-working person. I am a mature team worker and adaptable to all challenging situations. I can work well both in a team environment as well as using my own initiative.

Education

2018 - 2022

Faculty of Commerce, Tanta University

Department: Accounting

Grade: Good

Courses

- **Professional financial accountant (PFA) Course in details: Basics of accounting and bookkeeping & Excel accounting & Peachtree & QuickBooks**
(Acc Tanta, Nov, 2021 - Jan, 2022)
- **ICDL**
(Acc Tanta, Oct 2020 - Dec 2020)
- **Banking financial services industry**
(Tanta, May 2019 - Jul 2019)
- **Non-banking financial services industry & Preparation for investment manager in stock exchange**
(Tanta, Apr 2019 - Jul 2019)
- **Strategic marketing for financial service**
(Tanta, Apr 2019 - Jul 2019)
- **Strategies human resource management**
(Tanta, Apr 2019 - Jul 2019)
- **EST**
(UCCD Tanta, Mar 2022 - Apr 2022)
- **Customer Service**
(UCCD Tanta, Mar 2022 - Apr 2022)

Skills

➤ Computer Skills

- Install various software and hardware components or set up alternate operating systems as demanded by organizational needs.
- MS Windows – Microsoft Office (MS word – MS Excel – MS PowerPoint – etc.)
- Provided answers to clients by identifying problems, researching answers, and guiding clients through corrective steps.

➤ Soft Skills

- Fast Learner, Hard-worker and always eager to learn new
- Ability to work under pressure and for extended hours
- Presentation Skills and Technical Writing
- Able to build relationships and work in teams
- Time Management Skills
- Problem Solving Skills
- Patience

Languages

Arabic: Mother Language.

English: Good