



**Elsayed Mohamed  
Salem**

**Accountant**

**Address:** El MhalaElkobra - Gharbia  
**Phone:** 01002187403 - 01000202727  
**Email:** sayedsalm800@gmail.com  
**Date of Birth:** 01/08/1993  
**Nationality:** Egyptian.  
**Military:** complete

**PERSONAL  
SUMMARY**

An ambitious, enthusiastic and talented individual with a strong aptitude in accounts. With an excellent grip over Microsoft Excel I am looking for an entry level position as an accountant to contribute to the company's growth with my interpersonal skills and subject knowledge. I am currently looking to work for an employer who offers a modern and friendly working environment.

**ACADEMIC  
QUALIFICATIONS**

**University of Tanta  
2012-2015  
Bachelor of Commerce  
Department of Accounting**

**KEY SKILLS  
AND  
COMPETENCIES**

**ACCOUNTING**

- Bookkeeping
- General Ledgers
- Trial Balance
- Income statement
- Balance Sheet
- Auditing
- Expense claims
- Business affairs
- Online Banking

**PROFESSIONAL**

- Microsoft Excel
- Microsoft Access
- PowerPoint
- Recordkeeping
- Numeric Data processing
- Financial Data Analysis

**PERSONAL**

- Teamwork
- Listening skills
- Communicationskills
- Time management
- Meeting deadline
- Quick learner
- Affairs management
- Hardworking
- Presentation skills

**Language**

1. Arabic : Excellent
2. English : Good

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## Experience

**Safety Paths Trading and Contracting Est**  
**(Riyadh - KSA)**  
**Public Accountant**

**From 2020 To Aug 2022**

**Al-Tahhan Factory and Company for Food Industry**  
**(Al-Mahalla Al-Kubra - EGYPT)**  
**Cost Accountant**

**From 2019 To 2020**

**Delta Construction and Construction Company**  
**(Qotour - EGYPT)**  
**Public Accountant**

**From 2017 To 2018**

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## COURSES

- ICDL
- English Course from Axon

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## HOBBIES AND INTERESTS

- ♣ Writing Books
- ♣ Reading
- ♣ Riding horses
- ♣ Swimming

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## Driving License

Saudi driving license

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## REFERENCES

Available on request