

Name : Mohamed Fayeek Ahmed
Address : Sleem Alawal – Ain Shams
Mobile : 01005177617
E-mail : mohamedfayeek033@gmail.com



OBJECTIVES:

Seeking to work in a challenging environment, Financial accounting career in order to grow with the company to achieve its goal and get additional knowledge. As well where my experience and accounting skills will be further developed and utilized.

PERSONAL INFORMATION:

Date of birth : 1/1/1987
Nationality : Egyptian Marital
Status : Single.
Military service : Final Exemption.

EDUCATION:

- Faculty of commerce, Division of Business Administration.
- (New Cairo Academy)
- Graduation Year: 2008

COURSES :

- ICDL (10/08/2009)
- Excel (core – Advance) Center YAT.
- I.L.C From (25/10/2007 to 31/01/2008)

EXPERIENCE:

- Accountant at Media Results Advertising Company, one of the Nahar channel companies from 1/7/2018 To 31/8/2022.
- Ragab Shehata Accounting Office.
- Sales representative in Multi Trade CO from 02/03/2016 to 03/10/2017.
- Advertising and sales representative in Elite Pharma CO from 1/6/2014 to 31/1/2016.
- Sales Rep and Collection in Egypt Company for General Supplies from 2/2013 to 4/2014
- Offer Coordinator in Arma CO from 1/8/2009 to 15/11/2011.
- Sales Collectible company (CIB bank & NSGB bank) from 2008 to 2009 .

JOP SKILLS :-

- Responsible for Other Creditors & Debtors account, Fixed Assets account & General & Administrative Expenses control.
- Dealing with the external parties dealing with foundation.
- Audit all account types in terms of accounting and tax.
- Focused sales efforts by studying existing and potential volume of customers.
- Leadership & Ability to distribute tasks and Learning.
- Services existing accounts, obtains orders, and establishes new accounts by planning.
- Recommends changes in products, service, and policy by evaluating results and competitive developments.
- Resolved customer complaints by investigating problems; developing solutions; preparing reports; making recommendations to management.

Computer Skills

- Internet (communications, seeking information)
- Microsoft Office (Word, Excel, Power Point) & O.S (Win 8.1 , Win 10)

Language Skills:

- Arabic : Mother Tongue
- English : Good Spoken & Written

PERSONAL SKILLS:

- Ability to work independently & as an effective team member
- Able to learn new tasks quickly
- Work effectively both as team member and independently.
- Ability to work under stress.
- Leadership skills .
- Fast learner, a self-learner.
- A good organizational and time management skills

INTEREST:

- Reading & Gymnastic & listen music