

Islam khaled mohamed
Egypt,cairo
01553191710 /01065042444 |
islamgomaal997@gmail.com

OBJECTIVE

Graduate from faculty of commerce english section I seek to work in your organization and utilize my skills in the proper performance of my duties and meeting the expectations of my managers, which I have been able to do so

EDUCATION

Bachelor of commerce English section
University : damietta
Year : 2019
Grade : good

EXPERIENCE

National bank of egypt (2022- until now)

Role operation and customer service officer

- process customer cheques ,transfers ,bills ,credit card payment ,loans and other related banking transactions

- obtain and process information required for the provision of services such as opening accounts and purchasing bonds

- sell of the available banking products such as loans,credit cards ,and bank social programs to satify their needs

- Handle customer complaints ,provide appropriate solutions and alternatives within the time limits

Coating city factory (2021-2022)

Role:junior accountant

Account receivable accountant

- Maintaining the billing system
- Generating invoices and account statements
- Performing account reconciliations
- Maintaining accounts receivable files and records
- Producing monthly financial and management reports

Treasury accountant

- Collect revenues from customers and record it

- Receiving & documenting cash flow according to payment or Cash-in orders approved by the financial manager.
- Set invoices up for payment
- Enter and upload invoices into the system.

Payroll accountant

- ☑ Calculating net salaries, deductions, and withholdings
- ☑ Updating payroll files and general ledger

Ali crepe (new damietta) 2016 - 2017

Role : Cashier

- Registers sales on a cash register by scanning items, itemizing and totaling customers purchase
- Provides a positive customer experience with fair, friendly, and courteous service

Square travel (new damietta) 2015 - 2016

Role : Marketing specialist

- Handled all domestic hotel reservation
- organize all trips
- buid long relationships with customers

SKILLS

- Communication skills
- Microsoft office
- Accounting skills
- Sales
- familiarity with crm and bank systems
- ability to multi-task and manage time effectively

Courses

- Online course in accounting
- Hr customer service at alex
- Cma studier

LANGUAGE

Arabic (mother's tongue)
English (very good in writing and speaking)