

Name: Mahmoud Ahmad Abdel Ghaffar Ragheb Abu AlKhair

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Date of Birth: 19/6/1991



Professional experiences:

- ✓ Public Accountant / Arbah foundation for trading
from 1/8/2015 even 15/12/2016

- ✓ Public Accountant / Arbah for transportation works
from 16/12/2016 even 30/7/2019

- ✓ Public Accountant /El Kazzaz transportation works
from :1/10/2019 even 31/12/2020

- ✓ Payment Control specialist / Trella Damietta branch
from :1/1/2021 even 28/2/2022

- ✓ Public Accountant / Trella Damietta branch
from :1/3/2022 even 10/11/2023

Accounting skills:

- Issuing customer invoices according to the agreement with each customer
- Matching debit and credit relationships on a regular basis
- Processing recurring rates to show the state of expenses in different periods
- Commitment to repay suppliers on a regular basis through periodic collection from customers
- Organizing the payroll of the work team according to their commission
- Make a statement to collect profits automatically
- Making rates that show each client's share of the services provided

Transport skills

- Knowing all the procedures related to transportation (A-Z)
- Know the details of the shipping lines to get their services
- Prices are constantly updated according to each update
- Determine the right person for each task
- Striving to provide excellent customer service
- Determine the appropriate price for the shipment
- Staff rating

Public skills

- Microsoft office
- Google sheets
- SQL query language
- Marketing for the services that the company can provide
- Teamwork in a team spirit
- Find alternatives to solve problems

Languages

- *Arabic: Native language*
- *English: Good Reading, Writing and Speaking to some extent.*

INTERESTS

- *Prayer on time*
- *Develop personal skills*
- *Walking*

TRAINING COURSES

- Certification of mastering Excel
(Excel Dashboard - data analysis - Advanced skills in Excel – Excel VBA)
- Certification of supply chain
- Digital Marketing Basics
- Microsoft access
- ICDL CERTIFICATE VERISON 4
- Build Dashboards in Power BI
- Query using sql language
- Use Google tools
- Basic skills in using the Python programming language