

SUMMARY

A person who pays attention to details and loves to work hard and is dedicated to the tasks he undertakes. He has the ability to deal with matters in an organized manner and solve problems quickly and efficiently. He has strong communication skills and can interact with others with tact and respect. He is also proactive and innovative and loves developing new ideas and solutions. He has the ability to work within a team and cooperate with others to achieve common goals.

SKILLS

- Problem Solving
- Interpersonal Skills
- Decision making
- Critical thinking
- Effective communication
- Communication
- Leadership
- Teamwork

EDUCATION

Bachelor of Business Administration, specializing in accounting

New Cairo Higher Institute for Administrative and Computer Sciences, 2022

WORK EXPERIENCE

Freelancing 2021 - Present

Apartment and commercial finishing specialist 2021 - present

- Make any necessary repairs to existing finishes . *Removing old paint, plaster hangovers, or repairing cracks and holes.* . Installing gypsum walls or suspended gypsum walls and equipping them with thermal and sound insulation.

Max Real Estate Marketing Company

Max Real Estate Marketing Company 2019 - 2021

- . *Find potential clients who are looking for properties to buy or rent.. Marketing properties available for sale or rent.* . Responsible for negotiating with clients and achieving real estate sale or lease agreements.

Accountant under training

Accounting office. 2018 - 2019

- *Assist in preparing financial accounts and verifying the accuracy of invoices and financial documents before entering them into the accounting record. Assist in analyzing financial data and preparing the necessary financial reports. Able to communicate effectively with clients and colleagues to discuss financial matters and provide appropriate advice and guidance.*

Auto Sales, Purchasing Officer, Building Supplies

Arab United Company

- *Experienced in the field of car sales and has extensive knowledge of different models and specifications of cars. Experience in managing procurement processes and dealing with suppliers in the construction industry. He has strong communication skills and the ability to build good relationships with clients.*

COURSES

- *Professional Financial Accountant (PFA) course.*
- *A course in working on Excel, Word, Office, QuickBooks, and Patchtree.*