

Mohamed Atef Ali

Assistant Document Controller

✉ mohamedatefali279@gmail.com 📅 Date of birth 09/27/1997
🏠 El Asala - Jeddah-Transferable visa
🇪🇬 Egyptian 📄 Private driving license
📞 057 022 3178 👤 Married (with child)

Education

From 2016 to 2019 ● **Faculty of Commerce**
Suez Canal University Ismailia, Egypt

Work experience

Since February 2026 ● **Management and Accountant**
Njoud Alamal EST Jeddah, MK, Saudi Arabia

Courses

From March 2023 to June 2023 ● **Front End Web Developer**
Route Academy Nasr City, Egypt
HTML
CSS
JAVA SCRIPT
REACT

July 2019 ● **Program of Accounting Excel**
The Egyptian Academy of Certified Public Accountants Giza, Egypt

From September 2019 to October 2019 ● **Program Of Accounting Excel**
The Ministry of Defense Information System Cairo, Egypt

From July 2019 to July 2019 ● **Program of Accounting , Auditing and Tax Accounting**
The Egyptian Academy of CPA Giza, Egypt

From April 2021 to August 2021 ● **Oracle Cloud Fusion Financial Track**
Global Academy , Oracle Reseller & Approved Education Partner Dokki, Egypt

Military status :

Exempted

Skills

Document Management
Electronic and Paper Archiving
Accurate Information Skills
Proficiency in MS Office (Word, Excel)
Data recording and processing.
Team Worker

Career Objective

I am looking for a job that will allow me to apply and enhance my knowledge skills in organization, archiving, document tracking, and facilitating workflow. in the field of Document Controller Assistant.

Languages

Arabic
English

Interests

MS Office
Programing-FrontEnd Web
Traveling , Swimming
Internet , Photography

Exective Summary

Motivated and detail-oriented Mid Level accountant with 5 year general accounting experience : Solid working of MS With a strong level of proficiency in Excel. However, I now aspire to change my career path to a Document Controller position.

Social networks

📘 @M7md.A.ALI
🌐 @mohamed-atef-9962701b5