


PERSONAL INFORMATION Mohamed Salah Abdelaziz



 Mansoura, Dakahlia, Egypt
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Sex Male | Date of birth 11 Nov 1996 | Nationality Egyptian | Military Service Finished

EDUCATION AND TRAINING

Sep 2015 – May 2019 **Bachelor of Commerce (English Section) Accounting Department**

- Mansoura University
- Graduated in 2019
- Overall Rating : Good

July 2016– May 2017 **Certificate in Accounting**
HM trade (Mansoura)

July 2017 to May 2018 **Certification in Accounting**
GS construction company (Cairo)

WORK EXPERIENCE

July 2018 to May 2019 – **El-Esraa construction company**

- *Monitored invoicing staff and ensured proper procedures were enforced.*
- *Assisted Finance Manager in preparing year-end financial reports and statements*
- *Corresponded with local vendors and customers.*
- *Accrued costs related to the loading and discharging of shipments.*

July 2019 to May 2020_ **Nestle Egypt**

- *Conducting physical inventories and monitoring stock levels.*
- *Reviewed all invoices for appropriate documentation and approval prior to payment*

Dec 2020 to Dec 2021_ **Egyptian Armed Forces (Officer)**

Arabic

PERSONAL SKILLS

Mother tongue(s)

Other language(s)

English

UNDERSTANDING		SPEAKING		WRITING
Listening	Reading	Spoken interaction	Spoken production	
B2	C1	B1	B1	C1
Certificate of ESP				

- Communication skills
- Confidence
 - Collaboration
 - Clarity.
 - Concision.
 - Diplomacy.
 - Empathy.
 - Friendliness.
 - Listening.
 - Logical thinking.
 - Negotiating.
 - Nonverbal Communication.
 - Complaint handling & issue resolution
 - Inbound and outbound call handling.

- Organizational / managerial skills
- Microsoft Excel, word , power point .
 - Account reconciliation.
 - Financial planning.
 - Management Reporting.
 - Deadline.
 - Account payable.
 - Identifying Problems.
 - Information Gathering.
 - Planning.
 - Researching.
 - Teamwork.
 - Flexibility
 - Knowledge of financial principles and practices
 - Account receivable.