

Jehad manssour mohammed hassouna

Age: 28

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Accountant Administrative and financial assistant

EDUCATION

Bachelor Degree, Faculty of Economics and Administrative Sciences,
Accounting Department, Al-Azhar University. (2009 – 2014)

WORK EXPERIENCE

Ink for Media & Advertisement company

Position: Accountant (Jan. 2013 _ Dec. 2013)

(Training on Al-Aseel Accounting Program, Financial and administrative assistant in the company)

Ahla allam coffee shop

Position: Administrative, Accounting (Aug. 2010 – Feb 2014)

(Financial and administrative official and general supervisor for accounts and individuals)

Srayo Alwadia Factory

Position: storekeeper (Jun. 2014 – Aug. 2014)

(Storekeeper and store accounts administrator)

Mortaga Company

Position: Accountant (May. 2014 – Jun. 2014)

(Assistant accountant, responsible for suppliers, sales, customers and stores accounts)

Paltel Communication Company

Position: customer care / sales (**Feb.** 2015 – Nov. 2016)

(Telephone sales officer. I worked on marketing and promoting the company's products and services, in addition to responding to inquiries and solving problems as much as possible)

Capital enterprise (Badre & hania) company

Position: Administrative and financial assistant (Oct. 2017 – May 2018)

(General work in the accounting department, Handing over checks, salaries and customer transactions)

Champions Club

Position: cashier (Jun. 2017 – Apr.2020)

(Cashier worked on Al-Aseel program)

SPECIAL TRAINING COURSES

ICDL computer course

Course in Asseal (computerized accounting) in SMIT

Course of assistant of finance manager.

Course in Computer Maintenances

Course of communication and public work.

Skills and Abilities

Excellent experience in Microsoft Operating System

MS Office (Word, Excel, PowerPoint)

Design program (photoshop, Adobe Illustrator. Indesign)

Language

Arabic Mother Tongue

English V. Good (speaking, reading, writing)