

AMIR MOHAMED

Accountant

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Cairo

SUMMARY

I am a good timekeeper, always willing to learn new skills. I am friendly, helpful and polite, have a good sense of humour I am able to work independently in busy environments and also within a team setting, I am outgoing and tactful and able to see effectively when solving problems.

EXPERIENCE

Accountant 09/2020 - Present
Volcano Construction Cairo, Egypt

Company Description
• Highlight your accomplishments, using numbers if possible.

محاسب عملاء 06/2021 - 04/2022
هايتكس القاهرة, مصر

Company Description
• Highlight your accomplishments, using numbers if possible.

Accountant 07/2020 - 09/2020
Egyptian Construction Cairo, Egypt

Company Description
• Highlight your accomplishments, using numbers if possible.

Accountant 01/2020 - 01/2020
vision Cairo, Egypt

Company Description
• Highlight your accomplishments, using numbers if possible.

Marketing Supervisor 12/2015 - 12/2016
Elsabah for Food Industries Cairo, Egypt

Company Description
• Highlight your accomplishments, using numbers if possible.

Administration 03/2018 - 03/2019
Orascom Construction Ltd مصر

سكرتير عميد
• Highlight your accomplishments, using numbers if possible.

EDUCATION

bachelor Date period
higher institute of cooperation and administration

LANGUAGES

English Advanced ●●●●●



KEY ACHIEVEMENTS

◆ "Automating Manual Documentation Processes"
"Proven ability to streamline and digitize traditional manual document cycles, transforming them into efficient, automated system-based workflows. Proficient in identifying process inefficiencies, implementing digital solutions, and ensuring seamless data migration, resulting in enhanced accuracy, reduced operational costs, and improved reporting capabilities."

SKILLS

Flexibility and adaptability, Accounting software, Microsoft office suite, Data analysis, Financial modeling

INTERESTS

◆ Accounts / Financial Statements and Costing
Technology / Artificial Intelligence
Programs / All that is new
Economy / Follow up on developments