

Ziad Tarek Abdelftah



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- Phone number - 01159422846
- Date of Birth - 15 / 2 / 2000
- Address -18 abd George aswd Street, elzitoun
- Nationality – Egyptian

Professional summary

Recent cairo University graduate with good grad from commerce english section buissess finance & investment Diligent Accountant with strong accounting background and proven industry expertise. Monitored business operations and regulatory compliance for large corporation. Superior account management and reconciliation skills leading to achievement of desired results. Recent graduate with excellent research, technical, and problem-solving skills. Detail-oriented and able to learn new concepts quickly.

Education

- 2021 Faculty of Commerce – English section – cairo university
- Department : buissness (finance&investment)
- Grade : Good

Work experience

July2022

- **Title supervisor accountant** at Maysan international Group For Marketing&Mangment Hotels

- Job Description

Responsible for reviewing incoming payments from clients and outgoing payments to suppliers for hotel operations, auditing cash inventory, hotel revenues, and collections, as well as issuing tax invoices for companies."

Oct 2021 _ Jan 2022

- Title store keeper and cashiering at bread bag**

-Job Description

Arranged stock parts in specified sequence for assembly by other workers.Scheduled large shipments and planned logistics to reserve sufficient storage space for incoming items.Prepared purchase orders for requested materials according to established procedures

july 2021 – sep 2021

- Title sales real estate at blue sky investment**

-Job Description

Selling residential and commercial in new capital

August 2020 –novmber 2020

- Title** Technical support at nasa server

- Job Description

Responding to customer inquiries about subscribing to channels

Feb 2020 – june 2020

- Title** call centre at vodafon waslaa outsourcing

-Job Description

Offered resolutions to de escalate calls and solve customer issues

Language and Computer skills

- intermediate in English
- good dealing with Microsoft office
- proffisional in Rms system and oracale system

Skills

- Communications skills
- Handling skills
- Team worker
- Negotiation skills
- Analysis
- Staff training and development
- Financial Reporting
- Financial statement preparation

Certification

- Studying financial modeling and valuation analyst (fmva) 2021
- studying English at English capsules institution 2022

Training

- Trainee at Egyptian general petroleum corporation (EGPC) 2018.2019