

# Mohamed Adel Taha ElKiki

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## Education

Faculty	<b>Suez canal University Ismailia, Faculty of Commerce, English Section</b> Degree: B.Sc of Commerce, English section Major : Accounting Average Grade : Good Year Obtained: 2009
High School	<b>Port said experimental language school</b> Degree: 84%

## Experiences and Skills

Experiences	<p>1- Working as a <u>financial accountant</u> in <b>(IBRAmar Holding) S.A.E shipping agency</b> since 1/10/2010 till now.</p> <p><b><u>Current Job Responsibilities (IBRAmar Holding) :-</u></b></p> <ul style="list-style-type: none"><li>- Issuing invoices (Suez Canal transit – Loading &amp; Discharging).</li><li>- Issuing statements of account for clients.</li><li>- Analyzing invoices (separating expenses from revenues).</li><li>- Preparing net profit analysis for invoices.</li><li>- Entering daily journal entries on book keeping (American Diary).</li><li>- Applying data on Oracle application (invoices &amp; journal entries).</li><li>- Recording all cash inflow &amp; outflow in cash book.</li><li>- Preparing treasury journal entries.</li><li>- Handling all internal suppliers' accounts (payable sector).</li><li>- Preparing bank transfers (local &amp; international).</li><li>- Authenticating Suez Canal authority account weekly regarding transit vessels.</li></ul> <p>2- Worked from 01/06/2010 : 30/09/2010 as an <u>accountant</u> in <b>(EI Adnan contract &amp; import Co).</b></p> <p><b><u>Job Responsibilities (EI Adnan Co.):-</u></b></p> <ul style="list-style-type: none"><li>- Handling subcontractors accounts.</li><li>- Handling employees' salaries.</li><li>- Monitoring all general expenses.</li></ul>
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<b>Key Skills</b>	<ul style="list-style-type: none"> <li>- An Excellent internet user along with Email applications (Outlook and Mozilla Thunderbird).</li> <li>- Good command in computer along with all Microsoft windows and office package</li> <li>- Communication Skills, Self-Motivated, Organized.</li> </ul>
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## Courses & Training

<b>Courses</b>	<ul style="list-style-type: none"> <li>- 01/01/2011 : 01/03/2011 <b>ORACLE 11 g E- Business Suite "Financial" Course</b> Sponsored by "IBRAmar Holding Co. (S.A.E.)" Port Said, Egypt</li> <li>- 01/01/2014 : 15/02/2014 <b>Professional Accounting Diploma</b> Sponsored by "ORASCOM Training &amp; Technology Center" (OTT) Port Said, Egypt</li> <li>- 01/05/2008 : 27/07/2008 <b>International Computer Driving License (ICDL)</b> Sponsored by "European Computer Driving License Foundation" Port Said, Egypt</li> <li>- 01/09/2009 : 14/01/2010 <b>International Certificate English Course</b> Sponsored by "Direct English part of the Linguaphone group" Port Said, Egypt</li> </ul>
<b>Training</b>	<ul style="list-style-type: none"> <li>- Trained For two summers in <u>(El Adnan contract &amp; import co).</u></li> </ul>

## Computer and Language Skills

<b>Software</b>		<ul style="list-style-type: none"> <li>- ICDL (windows, word, IT, Excel, Access, Power Point, Internet).</li> <li>- ORACLE user (receivables sector).</li> </ul>
<b>Languages</b>	<b>Arabic</b>	Mother Tongue.
	<b>English</b>	Good command of technical document and general conversation

## Hobbies

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- Riding Horses
- Playing football.
- Swimming

## Other Information

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**Address:** Egypt, Port Said, Elarab, Attef Elsadat St. Elloks Buildings.  
**Address 2:** Cairo, Nasr City, Eltwfiek Building, Yossef Abbas St. Block Military.  
**ID:** 28806050300099  
**Date of birth:** 05/06/1988  
**Nationality:** Egyptian  
**Military Status:** Exempted  
**Age:** 26  
**Driving License:** Valid through Jun/2016.  
**Passport:** Valid through 21/Feb/2019.  
**Car owned:** None