

## **Alaa El-Sayed Soliman**

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### **Education**

- Graduated from faculty of commerce Mansoura university
  - Class (2013)
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### **Courses**

- A training course in added value ( H.I.T.I ,Jeddah )
  - Accounting cycle (MansouraUniversity)
  - Diploma in Accountants Preparation (Mansoura University)
  - English course (Mansoura University)
  - Diploma in Professional Accountant (Mansoura University)
  - ICDL course (Mansoura University)
  - Peachtree , QuickBooks & Office (Mansoura University)
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### **Experience**

- Accountant at Al-Sadif company (apr,2018\jun2021) Khamis Mushait
  - Accountant at Al Wefaq rent a car (sept,2016\mar2018) Jeddah
  - Accountant at Ali Hassan imports & exports (may,2015\may2016) Jeddah
  - Sales Representative at Juhayna Company (2010\2012) Egypt
  - Sales Representative at Galaxy Company (2008\2010) Egypt
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### **Skills**

- **Language Skills**
    - Arabic : Mother tongue
    - English : Very good
  - **Computer Skills**
    - Mastery of Microsoft Office Programs
    - Advanced computer skills
  - **Personal skills**
    - Review and prepare salaries, data and reports
    - Review the collection from the customers company
    - Working on the preparation budgets,financial statements
    - Reviewing customer and supplier accounts and preparing reports
    - Reviewing bank and stores accounts and making adjustments
    - Analyzing data, preparing comparisons and plans
    - Raise tax returns and work on the wage protection program
    - Work on accounting programs like (QuickBooks - ERP – AIYaseer )
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### **Personal Data**

- Date of Birth : sep,1,1992
- Marital Status : Married
- Driving License : Valid