

# Mohamed Shaaban



## (Accountant)

**Visa Status:** *Resident Visa*

**Address:** Al Rashidya – Dubai  
- UAE

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## PERSONAL DETAILS

**Date of Birth :** 10/09/1995

**Gender :** Male

**Marital Status :** Married

**Nationality :** Egyptian

**Languages Known :** Arabic & English

**Car license:** UAE License

## Education

- **Faculty:** Commerce  
Accounting division
- **University:** Beni Suef  
University – Egypt
- **Graduation Year:** 2017

## Summary

- Accountant, I have 3 years experience in Restaurants including 1 year as a waiter and 2 years as a cashier.
- I have experience in electronic field as a quality control in Samsung company in Egypt
- I have 4 years experience in Accounting field including 2 years in Egypt ,2 years in Dubai

## Skills

- Office Application: Word, Excel, PowerPoint, Outlook, data entry.
- Leadership, team management, motivational skills, interpersonal & communication skills.
- Analytical skills, ability to work under pressure, decision making & problem solving skills.
- Strong technical aptitude, research and solve complex issues independently, fast learning.
- Personality characteristics, like – patience, poise, tact.
- Self-Presentation, Negotiation and sales skills.
- Positive attitude and Attention to detail.
- Organizational skills and Initiator.
- Ability to read customers.
- Skilled at mediating conflict and coming up with creative solutions that benefit both the company and customer.
- Enthusiastic team player with the ability to motivate, encourages, and excites fellow employees.
- Expert at learning about new products and delivering information to customers in a way that is honest, educational, and helpful.
- Proven management experience in effectively training competent customer service associates and continuing to provide outstanding service to customers.
- Ability to really listen to customers is so crucial for providing great service for a number of reasons.

## Work Experience :

- Work as telesales at Emirates Islamic Bank in Dubai.  
Period April 2021 till present
- Work as customers services executive at Dubai mall outlet under management of firewall company.  
Period : from Oct 2020 till April 2021
- Work at firewall protection company in DUBAI with different positions as follows:
  - Payroll accountant
  - Public Relation Officer (PRO)
  - Assistant managerPeriod: from April 2019 till Oct 2020
- Worked as quality controller in Samsung company in EGYPT.  
Period : from Mar 2017 till Mar 2019
- Work as cashier and accountant at Alfalah Rest in EGYPT.  
Period : from Jun 2016 till Mar 2017
- Work Salesman in almotahaduh company in EGYPT.  
Period : from Nov 2015 till Apr 2016
- Work Data entry at El Sewedy electronics in EGYPT.  
Period : from Nar 2015 till Sep 2015
- Work cashier and waiter at Abo Khaled Resturant group in EGYPT.  
Period : from Jan 2014 till Feb 2015

## Certificates :

- Training for employment –CBE: principals of banking certificate.
- Professional financial accounting.
- Certificate of from the consulting group for accounting and auditing.
- Certificate of experience from the house of accounting experience of accounting consulting.
- Advance certificate of accounting from the accounting and auditing advisory group.