



HEGAZY ALI

Working in an organization commensurate with my personal and practical skills in administrative affairs computer and general accounting work, the ability to communicate with employees and customers and managing the work team, the ability to assume work responsibilities



CONTACT



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35 Years Old



Egypt_ Minya_ Bani Mazar

Technical skills

Ms office

Windows

Erp system

Photoshop

Facebook Ads

Online Marketing

Data entry. Arabic and Englis

PERSONAL SKILLS

Seriousness and discipline

The ability to manage time

The ability to make strategic decisions

work under pressure

Team management

Collecting, analyzing and extracting

data and information

LANGUAGE

ARABIC

ENGLISH

HOBBIES

Internet

Sport

Reading

Trip

EDUCATION

- **Gezira Academy for Computer and Management Information Systems (Cairo)** Jan 2005 To MAY 2009

BACHELOR

Learn computers, databases, programming, management systems, cost accounting, financial accounting, and e-marketing ,E-commerce and economics

WORK EXPERIENCE

- **COMPUTER TEACHER :** Ibn Khaldoun Private School, United Arab Emirates Jan 2010 To Dec 2017

Follow up the maintenance work of computers and provide technical support in the work related to the internal computer network

Follow up of the SIS Student and Personnel Affairs Administration Program

General supervision of school graduation ceremonies at the end of each year.

- **COMPUTER ACTIVATOR :** YouthCenters, United Arab Emirates MAY 2012 To APR 2015

Teaching all computer programs (training - maintenance - operation)

Follow up the maintenance of computers and provide technical support

Participation in local computer competitions

- **Management Accountant:** The International Company for Food Packing, Egypt MAY 2018 To 2023

- **El-Omda Company for packing foodstuffs**

Preparing financial statements and providing an overview of business performance

Helping management use financial information to develop business strategy

Budget and funding support

Analyzing financial and accounting data to improve performance and make business decisions.

- **Experience in using ERP accounting software to manage commercial, industrial and corporate activities.**

Stores Management - Purchases - Sales - Cash and Banks - Receipt and Payment -

Expenses and Revenues - Fixed Assets - Debtors and Creditors - Electronic Invoice -

Production and Manufacturing Personnel Affairs- Final Accounts - Financial Analy

COURSES

- **International Computer Driving License (ICDL)**
- **Completion of the course in CCNA routing and switching**
- **Completion of the English language course level B2 GENERAL ENGLISH**
- **Study CMA Certified Management Accountant**
- **International Training Certificate from the American Council for Professional Studies**