

# CURRICULUM VITAE



## ⊖ Personal Data :

**Name** : Mohamed Hamed Abd Elkarim  
**Marital Status** : Married  
**Address** : Al-Muharraq , Bahrain  
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**Nationality** : Egyptian

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## ⊖ Education:

**Institute:** Bachelor of Commerce & Business Administration at Beirut Arab University (2007-2011)  
**Majoring in:** Accounting  
**With grade:** Good

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## ⊖ Previous Experience:

### ✓ **October - 2018**

#### • **The current work is:**

- **Branch Director** at Mastery Design of Training Programs. (**Bahrain**)

#### The daily duties:

- 1- Direct all operational aspects including distribution operations, customer service, human resources, administration and sales.
- 2- Assess local market conditions and identify current and prospective sales opportunities.
- 3- Develop forecasts, financial objectives and business plans
- 4- Meet goals and metrics
- 5- Manage budget and allocate funds appropriately.

### ✓ **April - 2015**

- **Sales Officer** at Al Yousuf Exchanges & Money Transfers. (**Bahrain**)

#### The daily duties:

- 1- Coordinator of Cairo bank with regards to account opening and bank statement of each client and follow-up to any transactions for the bank.
- 2- Responsible for public relations with customers and banks.
- 3- Innovation marketing strategy to increase sales of the company.

- 4- Responsible for public relations with customers and banks.
- 5- Development work and the introduction of new services objective of better performance of the company and attracting more customers.
- 6- Innovation marketing strategy to increase sales of the company.
- 7- The supervision of all staff in the company branches and assistance in solving any problem.
- 8- Responsible for marketing on the social media of the targeted countries.

✓ **2014**

- **Accountant** at Modern Management Consultations Company. (**Bahrain**).  
The daily duties:

- 1- The preparation of the reports of the accounting expertise of The Ministry of Justice and Islamic Affairs and **Specialist Banking Cases**.
- 2- The preparation of books of accounts of the agents of the company.
- 3- Participation in preparation of the final accounts.

✓ **2012**

- **Accountant** at Atyab Company.  
The daily duties:

- 1- Receipt and review invoices company sales.
- 2- The receipt Checking of cash and checks of clients and deposited into the Bank
- 3- Receipt and Inspection of funds checks and deposited them in the Bank.
- 4- Audit on the major clients accounts.
- 5- Responsible for the stock take process.
- 6- The introduction of financial statements.

✓ **2011**

-Training at **Amria Petroleum** Company:

- Trained As **Accountant**
- Got Overall Grade : Excellent

✓ **2010**

-Worked as **Sales Supervisor** In The Following Companies:

- Unilever
- Quality Foods

✓ **2009**

-Worked as **Salesman** In The Following Companies:

- Field Action : Advertising And Marketing Company
- Smart : Advertising And Marketing Company