

HOSSAM ELSEFY

ACCOUNTANT



Contact Information

- 📍 EGYPT.GIZA
- ☎ (002)01282669755
- ✉ HOSSAM.QEB@GMAIL.COM

PERSONAL SKILLS

- Possessing good communication skills with the internal colleagues at work & co-operation for the best interest of work.
- Skilled in negotiations with individual clients & vendors.
- Ability to work under pressure and any harsh conditions
- Ability to learn all that is new rapidly in a short time
- Work as part of a team (teamwork)
- Ability to good planning.
- adapt to all that is new and with all persons and grades
- project management not only during the period of the beginning, but during periods of sustained growth in IMPORT&EXPORT COMPANY

Objectives

. To be a part of a highly professional team, to seek greater challenges and more responsibilities in an Administrative oriented company, to apply the knowledge attained from my previous work experience and widen it.

Work Experience

- ✓ (Cotton & linen house) 2006
- ✓ Accountant
- ✓ (KARVIN HOTEL.) HEAD CASHIER. 2008
- ✓ (BLUE NILE BOAT) CASHIER. 2010
- ✓ (TRI PHARMA . IMPORT & EXPORT) 2011
- ✓ JUNIOR ACCOUNTANT
- ✓ (CAFÉ SUPREME) 2015
- ✓ Cost controller
- ✓ Responsibilities:
- ✓ prepare analysis of accounts as requested.
- ✓ assist with year end closings.
- ✓ administer accounts receivable and accounts payable.
- ✓ prepare tax computations and returns.
- ✓ assist in preparing budgets and forecasts.
- ✓ assist with payroll administration.
- ✓ previous experience of general accounting
- ✓ proficiency in relevant accounting software
- ✓ complete general ledger operations.

TRAINING

1-CERTIFICATE
OF ACCOUNTING
EXECL FROM
(KIT) 2011

2-CERTIFICATE OF
SPECIALIST
INTERNATIONAL
CUSTOMS CLEARANCE
FROM (WTO) 2012

3-CERTIFICATE OF
SPECIALIST IMPORT &
EXPORT
INTERNATIONAL
FROM (WTO)2012

Education

Bachelor of Commerce
/Accounting. [2006]
CAIRO UNIVERSITY

LANGUAGES

English: Good Read, Write and
speaking

HOSSAM ELSEFY.
GIZA.

Dear sir / Director of Human Resources

I wish to apply for the role Accountant

Currently being advertised on social media .Please find enclosed my CV for your consideration.

As you can see from my attached CV, I have over 3 different places experience in the ACCOUNTING industry, and I believe the knowledge and skills built up during this time make me the right/perfect candidate for the role.

I am confident that I can bring all levels of successes with me to your organisation and help your company with my previous experience and Expertise I believe my contribution will have an immediate impact on the business.

Thank you for your time and consideration. I look forward to meeting with you to discuss my application further.

BEST REGARDS
HOSSAM ELSEFY
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