

C.V

Mina Nabil Wanes Farag

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**Objective: Accountant, Receiving Clerk, Store Keeper
And Cost Controller**



Personal data:

- **Nationality:** Egyptian
- **Date Of Birth:** 29 of August,1988
- **Marital Status:** Single-Male
- **Military Status :** Exemption
- **Religion:** Christian

Education:

- **Faculty of commerce from Beni Suef University Department: Account**
- **Graduation Year: 2012**

COMPUTER SKILLS:

- **Operating systems: Microsoft Windows (XP, 7), Internet (Excellent), Word (very good) and Excel (excellent).**
- **ICDL2009.**
- **Food Safety ((HACCP)) 2013.**

LANGUAGE SKILLS:

Arabic:

- **Mother tongue**

English:

- **Good in speaking, reading, listening and writing.**

French:

- **Fair**

Work Experiences:

- **I have worked as sales man at internet café in El Gouna, Hugada (from 2012 to 2013).**
- **I have worked as receiving clerk in The Three Corners Rihana Hotel El Gouna (From 2013 to 2014).**
- **I have worked as Store Keeper in the Three Corners Rihana Hotel El Gouna (Since 2014 till 2016).**
- **I working now as Accountant in Company Rosaroma For Medicinal plants and aromatic oils (Since 2016 till now).**

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Personal Qualities:

- Accuracy
- Patience
- Diligence
- Self-reliance
- Helpfulness
- Responsibility
- Reliability
- Empathy

Physical Requirements:

- Good eyesight
- Insensitivity to artificial lighting
- Good physical condition - they work standing on working their feet
- Hard worker
- work up to 10 hours daily for along time in the concentration

WORKING SKILLS:

- **Material Control: I'm working on a system Material Control MC (Good Purchases Receiving Good - and employee costs Good).**
- **I can operate micros machine professionally.**
- **I can initiate contact with vendors. Obtains and studies comparative prices and quotations on products.**
- **I can review quantity and quality of items purchased.**
- **I can store supplies and equipment in storerooms.**
- **I can inspect Items received for damage and/or defects.**
- **I can process all requisitions approved by the Business Manager checking for completeness, accuracy and clarity.**
- **I can processes purchase orders as directed.**
- **I can investigate and track problem orders as advised.**
- **I can maintain and order district administrative office supplies and materials.**
- **I can maintain the district copy paper inventory, solicit prices and re-order when necessary.**
- **I can analyze business operations, trends, costs, revenues, financial commitments, and obligations, to project future revenues and expenses or to provide advice.**
- **Finally my duty sure will be protecting organization's value by keeping information confidential.**

Hobbies:

- Playing chess
- Video Games
- Drawing
- Reading and search the internet for new programs

Thanks for giving me this precious time of yours...

Mina Nabil