

Name	<i>Mohamed Ramadan Abu El leil</i>	
Title of Job	<i>Executive Secretary & Accountant</i>	
Nationality	<i>Egyptian</i>	
Mobile	0546016345 - 0558912520	
E-Mail	momettoeg@gmail.com	

➤ **Personal Information:**

- ✓ Date of Birth : December, 1st, 1984.
- ✓ Nationality : Egyptian.
- ✓ Marital status : Married.

➤ **Career Objective:**

Seeking an opportunity at a reputable firm where I can utilize my academic background and progress and professional experience, an opportunity that allows further growth into my practical career.

My fields of interest are namely:

- ✓ All Windows operating system & MS Office & Internet surveying.

➤ **Education :**

- ✓ Graduated from Pharos academy - Bachelor of Management Information Systems
 - ⇒ Year : May 2005.
 - ⇒ Grade : Good
 - ⇒ Project : Designing an educational web site teaching how to keep personal computers running all the time without needing a good technician to make the necessary maintenance and if you do need one, YOU'RE THE ONE.
 - ⇒ Grade :good

➤ **Personal & work Skills:**

- ✓ Able to do more in less time.
- ✓ Able to learn anything and apply it.
- ✓ Able to work in a team or alone.
- ✓ Very good at hardware maintenance.
- ✓ Very good at Networks & Internet.

➤ **Hobbies:**

- ✓ Traveling .

➤ **Work Experience:**

- ✓ **Organization: Al Mazyad Co. (Elec. & Tel. Network Contractor). (K.S.A)**

- ✓ **Job Title: (Executive Secretary 06/2007 - 02/2009)
(Accountant 02/2009 - 03/2015)**

- ✓ **Responsibility:**

- ⇒ As an Executive Secretary, I was responsible for correspondence with different departments, prepare financial and administrative reports about the establishment's various projects for the General Manager and supervising the HR Department as well, in addition to preparing salary sheet.
- ⇒ As an accountant, I worked on Delta and Smacc accounting programmes. I held petty cash to run the establishment's daily activities, follow clients and suppliers' accounts, supervise operations of regular and yearly inventory, and prepare the financial report. I was also responsible for preparing the budget under the supervision of Al-Saleh and Al-Dalbahi Certified Accountants and Auditors'. I prepared the budgets of 2009, 2010, and 2011 as an Establishment and as a company until 2014.
- ⇒ Networks & computers (software) installation and maintenance.
- ⇒ Date: From June 2007 up till March 2015.

- ✓ **Organization: Professional System. (Egypt)**

- ✓ **Job Title: Technical support :**

- ✓ **Responsibility:**

- ⇒ ADSL Technical Support
- ⇒ Hardware maintenance.
- ⇒ Configuring ADSL routers
- ⇒ Network installation and maintenance.
- ⇒ Date: From July 2005 up May 2007.

- ✓ **Organization: Al Sharawy. (Egypt)**

- ✓ **Job Title: IT Administrator and Partner.**

- ✓ **Responsibility:**

- ⇒ Responsible for hardware maintenance.
- ⇒ Software maintenance.
- ⇒ Debugging and tracing computer troubleshooting.
- ⇒ In addition to IT services, I was also supervising the sales department.
- ⇒ Date: From 1 July 2003 up May 2005

➤ **Languages**

- ✓ Good command of both written and spoken English.