

# Ahmed Abd El-Latif Ghanem

01097431009 | ahmed\_ghanem@alexu.edu.eg | Alexandria Egypt | [www.linkedin.com/in/ahmed-ghanem104/](http://www.linkedin.com/in/ahmed-ghanem104/)

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## **OBJECTIVE**

Seeking for a position as an accountant, Administrative Representative or a training administrator with a lead company. Whereby I can build My Experience.

## **EMPLOYMENT EXPERIENCE**

**Training and Management Coordinator, University Center for Career Development (UCCD), Faculty of Engineering, Alexandria University, Nov.2018 - Present.**

- Prepare monthly settlement reports that calculate all income and outcome operations for training courses.
- Coordinate tens of trainings and workshops which support students' career path.
- Assemble the documentations for tens of training courses and workshops to track students' performance.
- Manage all repairing and maintenance works to provide high quality service.
- Provide career development services for tens of students to empower them with job market needed skills.
- Facilitate resume writing, interview techniques, job search workshops and one-to-one sessions.

**Marketing and Sales Representative, United Company for Plastic Industries, Alexandria, 2020 –2021.**

- Promoted for products through social media platforms.
- Communicated with tens of clients to manage and sell tens of deals.
- Managed the financial cycle for all deals and collect the amounts due from clients.

**Budget and Finance Specialist, Faculty of Engineering, Alexandria University, Apr.2009 - 2018.**

- Analyzed Tax Claims at The End of Finance year for hundreds of Clients.
- Performed around 1000 pension forms for all faculty employees and staff.
- Prepare monthly salaries reports for hundreds of staff members and employees.

**Receptionist at Faragallah Hospital since 2009-2018.**

- Received all patients and working their files to enter and deal with them both according to his condition.
- Collected the amounts allocated to patients from all departments (emergency, clinics, Internal, care and operations).
- Assigned and Billing of all cases of patients and work for their exit from the Hospital.

**Accountant at Sakr Co. for Food Industry, 2008- 2010.**

- Entered all invoices for sales representatives, whole sale and retail, about 12 delegates and 250 bills per day.
- Participated in the Inventory of all the warehouses of the delegates and the monthly distribution of about 12 delegates.
- Printed all reports that help to work the annual budget of the branch.

## **EDUCATION**

**Bachelor of Commerce, Accounting Department, Alexandria University, 2007.**

**Thanweya Amma, Mahram Bay School, 2003.**

## **TRAINING AND COURSES**

- **Career Counseling on labor market trends course (40 hours)**, The skillsn4trends project, Vocational Training and Employment Center (VTEC) and Alexandria Business Association (ABA), July 2024.
- **Certified Career Service Provider (CCSP)**, National Career Development Association Material (NCDA), June 2024
- **Completion Certificate for Technical Support Fundamental from Coursera** 2022.
- **Certified Professional Accountant Certificate**, Association of Accountants and Internal Auditors, 2020.
- **Completed the 120-hour, (NCDA)** facilitating career development training that covers Resume Writing, Interview Techniques, Job Search and Career Planning trainings, **AUC** 2019.
- **English Course, AUC, UCCD 2019**
- **Disability Training**, International labor organization ILO, 2018.
- **ICDL Courses**, Faculty of Commerce, 2008.
- **English Courses**, ASEB Academy, 2008.
- **Administrative and Entrepreneurship Training at Bio-Chemicals Co**, 2005-2007.

## **LANGUAGES**

- Arabic: Mother tongue.
- English: Good in Spoken and written.