

Karim Mohamed Elgendy

Administrative Coordinator

✉ Karim-elgendy@gmail.com

☎ 01 22 47 25 297

EDUCATION

Bachelor of Commerce, Account Department
Faculty of Commerce Alexandria University

2009

WORK EXPERIENCE

Student Affairs Officer

Since 2018 **(7 years+)**

Faculty of Commerce Alexandria University

Organized exams for the summer exams and mid-term.
Received and archived the files of new students for the academic year 2018-2019.

Administrative Training Coordinator

Since 2018 **(7 years+)**

University Center for Career Development Faculty of Commerce, Alexandria University

Coordinated many training courses, seminars and conferences in the center.
Trained 200+ volunteer students to work at the center.
Established many monthly budgets for the center's finances.

Accounting Unit Auditor

From 2016 to 2018 **(2 years)**

Faculty of Commerce Alexandria University

Reviewed the bonuses and salaries of 250+ employee's category.
Developed a system for querying bonuses and salaries.

Internal Audit and Control Unit

From 2010 to 2016 **(6 years)**

Faculty of Commerce Alexandria University

Conducted internal audits to ensure compliance with financial and administrative regulations
Reviewed financial transactions and documents to detect discrepancies and prevent errors

Trainee

2007 **(6 months)**

Carrefour hypermarket Alexandria

Coordinated the exhibits of products in the hypermarket.

EXTRACURRICULAR ACTIVITIES

Volunteer

2008

Resala Association Alexandria

Participated in organizing construction convoys and distributing Ramadan bags.

Social Leader team

From 2005 to 2009

Student Union Faculty of Commerce

Led team operations and was promoted to the board of directors.
Organized recreational trips to boost team spirit and cohesion.
Won 2nd place nationally in a woodwork and handicrafts competition.

COURSES

Labour Market Information And Disability Inclusion

2023 **(6 months)**

International labour Organization (ILO) The American University In Cairo

Organizing Events

2022 **(6 months)**

University Centre For Career Development The American University In Cairo

Commercial Excel

2016 **(6 months)**

Faculty of Commerce Alexandria

Quick Books (1,2)

2010 **(6 months)**

Faculty of Commerce Alexandria

Communication skills

2009 **(6 months)**

Axon Alexandria

International Computer Driving License (ICDL)

2009 **(6 months)**

UNESCO commission Alexandria

LANGUAGES

Arabic

Mother Language

English

B1

COMPUTER SKILLS

Good command of using Microsoft

Office Suite (Word, Excel, Power Point)