



Islam Karama

Administrative, accountant and general supervisor

- I have knowledge of all functions of administrative functions, personnel and accounts I do all the work of supervision and control, Knowledge quickly, Analytical and research problem solving, Organized in my work and able to work within a team and under pressure of work I am committed to the controls and implement them..

CONTACT

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Tomanbay St. In Front Of 69 El Tahra Palace – Saray El Koba ,Cairo , Egypt

28 years old

APPLICATION SKILLS

Word	◆	◆	◆	◆	◆
Excel	◆	◆	◆	◆	◆
PowerPoint	◆	◆	◆	◆	◆
PHOTOSHOP	◆	◆	◆	◆	◆

PERSONAL SKILLS

Planning and organization	◆	◆	◆	◆	◆
Leadership	◆	◆	◆	◆	◆
Knowledge	◆	◆	◆	◆	◆
Analytical and research	◆	◆	◆	◆	◆

LANGUAGE

ARABIC	◆	◆	◆	◆	◆
ENGLISH	◆	◆	◆	◆	◆

Relevant Skills

Knowledge of administrative functions&personnel affairs.

Ability to analyze and solve problems

Make Financial Statements

Able to gain Knowledge quickly

working under pressure .

EDUCATION

- UNIVERSITY OF Helwan | 2008 To 2012
BACHELOR of Commerce and Business Administration
Grade: Good
-The duration of the study to obtain a bachelor's degree in commerce is **four years of study**, including eight semesters with **two semesters per academic year**
At the university level, I **studied** at the college **Foreign Trade and Economy - Business Administration – Accounting International Relations**
- a good general rating from 65% to less than 80% of the total score

WORK EXPERIENCE

- Financial Account and Administrative affairs
High Cinema Institute | 2012 To 2013
Accountant **Dr/Eng. Wissam Nayef**, Cinematographer And administrative - with the **Eng. Ahmed Al-Badry**
- Financial Account and Administrative affairs
Cbc Company| 2013 To 2014
Manager Administrative and Financial Affairs
Dr/Eng. Wissam Nayef, **Channel Decoration Engineer**
- **CBC** is an Egyptian TV channel.
- Manager Administrative affairs
Italian Security Services & Money Transport | 2014 To 2016
Safety in terms of **money transfer** and in terms of guard Security Services - Money Transport - Sorting Funds
- Account Manager and Accountant Money transfer
ALRWAD HIGH Service for Security&Cash-in Transit | 2016 To 2017
A leading company in the field of **security services** and **money transit** in the Arab Republic of Egypt
- Operations Management
Shoa'a for Reading counters | 2017 To 2018
A **Falcon** company for **services** and **contracted** with the **Ministry of Electricity** to read «Counters»,
- Operations Management
Falcon Group International | 2018 - Tell Now
Falcon Group is a leader in **security - money transfer - services** and project **management – security and technology systems** in Egypt and the **Middle East**.

