



Mohammad Alaa Samir

*Address:* 8071 KING KHALED BRANCH ROAD, ALKHOBAR

*PHONE :* (966) 563463648

*Email :* [mohammadalaa199019@gmail.com](mailto:mohammadalaa199019@gmail.com)

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## □ OBJECTIVE

To obtain a position in a growing company which will enable me to further advance my Accountant, management , Famous Accountant Programs , IT experience and Certification.

## EDUCATION:

B.Sc. Management Information Systems, English Branch, High Institute Computer and Information Systems, Alex. University.

## EXPERIENCE:

### *September 2023 and still at Almulhim Auto Service*

#### □ Position: Admin and Accountant

- *Ensuring payments, amounts and records are correct*
- *Controlling credit and chasing debt*
- *RECORDING AND FILLING CASH TRANSACTION.*
- *Order spare parts from sales to customer car*
- *Organizing the workload for the service and workshop*
- *Maintain up-to-date progress on each vehicle under maintenance*

### *JULY 2018 till August 2023– Nissan Ahmed Marey Center*

#### □ Position: storekeeper

- *Maintain receipts, records, and withdrawal of the stockroom.*
- *Perform other stock-related duties, packing, pricing, and labeling supplies.*
- *Maintain accurate records of inventory levels.*
- *Keep a record of sales and restock the store accordingly.*
- *Monitor inventory levels and order new items from supplier*
- *Mange and train store staff.*
- *prepare orders for delivery or shipment to customers*

***May 2017 till July 2018 at Dynamics Distribution***

**□ Position: workshop loading**

- Monitor all service and maintenance repair in workshop
- Monitor the flow of Workshop job
- Making sure all servicing work is carried out correctly
- Assigned the work that is assigned to its right technicians
- Managing the time and resource
- Maintain up-to-date progress on each vehicle under maintenance

***May 2014 till June 2017– Nissan Ahmed Marey Center***

**□ Position: workshop loading**

- Monitor all service and maintenance repair in workshop
- Monitor the flow of Workshop job
- Making sure all servicing work is carried out correctly
- Assigned the work that is assigned to its right technicians
- Managing the time and resource
- Maintain up-to-date progress on each vehicle under maintenance

***August 2013 till March 2104 – Skoda Service Center***

**□ Position: Junior Accountant**

- Issuing Bills –Computerized System.
- Store Management.
- Monitor inventory levels

o Certification and training:

- ICDL International Computer Driving License at New Horizon
- English Language Courses –Level 10 of 12 at Defense Ministry Institute
- Oil Industry Accountant Training at Egyptian Petrochemical

LANGUAGES:

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- Arabic (Mother Tongue)
- English (V. Good)

Personal Information:

- Military Status: Exempted.
- Marital Status: Married.
- Date of Birth: April 19, 1990.
- Nationality: Egyptian.

Personal skills:

- Have able to do jobs under pressure
- Have able to communicate with different personal Patterns
- Have able to do jobs in teamwork or alone
- Paying attention to details
- Time management

