



Mohammad Alaa Samir

Address: 8071 KING KHALED BRANCH ROAD, ALKHOBAR

PHONE : (966) 563463648

Email : mohammadalaalaa199019@gmail.com

□ 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
- Manage 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

○ 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:

○

- 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

