

Mohamed Yasser El-Hegazy *Teller*

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☎ 01143766961

📍 Ar Rhamaniah Elbehirah

📅 01/10/1998

in <https://www.linkedin.com/in/mohamedelhegazy23>

A highly motivated and customer-oriented teller with over [6 months] of experience in handling financial transactions and providing excellent customer service. Proficient in handling cash and other financial instruments, and adept at identifying and resolving customer issues. Skilled in maintaining accurate records and balancing cash drawers. Possesses excellent communication and interpersonal skills, with a strong attention to detail and a commitment to ensuring the highest level of customer satisfaction. Seeking a challenging role as a bank teller in a reputable financial institution to utilize my skills and contribute to the success of the organization.

🎓 Education

Bachelor | Faculty of Commerce, Damanhour University

09/2016 – 08/2020

Field : Accounting

Grade Good

👛 Professional Experience

Teller, Cairo Exchange

11/2022 – present

Desouq - Kafr Elsheik

- Buying and selling foreign currency in Egyptian pound
- Count and sort cash by Giesecke+Devrient BPS C1 (10 currencies)
- Cash handling and mathematics
- Customer service
- Problem-solving
- Processing transactions
- Attention to detail
- Cash handling and mathematics
- Maintaining cash drawer allocation
- Teamwork

General Accountant, Elking Feeds Factory

08/2022 – 11/2022

Abyooqa - Kafr Elsheik

- Working on the accounting documentary cycle (Daily entries, general ledger, trial balance, inventory adjustments, income statement, financial position statement)
- Working to close the financial position of the establishment: The financial position statement, the income statement, the cash flow statement, and the necessary reports and lists for the chartered accountant.
- Working on the fund inventory and bank reconciliations.
- Work on the inventory of all kinds, the re-order point, and the related purchase, supply and sale orders.
- Communicate with suppliers and customers and settle their accounts.

Accountant, Al Tarek For contracting, supplies and transportation of petroleum materials

05/2021 – 07/2022

Desouq - Kafr Elsheik

- Prepare Financial Statements (Income Statement – Cash Flow – Statement of changes equity).
- Recording In books.
- Tracked financial progress by creating quarterly and yearly balance sheets.
- Follow up prepaid expenses account & accrued expenses account on monthly basis.
- Process journal entries " AR , AP , Assets , Liabilities , Revenues , Expenses " by compiling and analyzing account information.

Skills

- • Highly organized , able to multi-task.
- • Negotiation and presentation skills
- • Able to work under stress.
- Teameork
- • Self-motivated and hard worker to meet the deadlines
- Customer Service
- • Quick learner , Problem solver

Courses

PFA

ICDL

Commercial Excel

Introductory program on credit in banks, *Egyptian Banking Institute (EBI)*

Languages

Arabic • English

ADDITIONAL INFORMATION

Military Status, *Exempted*