



KHALED AHMED BARGAL

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Address

Port-Said, Port-Fouad, Egypt

Military Status

Exempted

EDUCATION

2018-2022

PORT-SAID UNIVERSITY

- Bachelor Of Commerce
- Grade: Above Good
- Major: Accounting

SKILLS

- Microsoft Package
- Problem-Solving
- Teamwork
- Time Management
- Record Keeping
- Effective Communication
- Leadership
- Attention to Detail

LANGUAGES

- Arabic (Native)
- English (Intermediate)
- German (Basics)

PROFILE

Fresh Graduate of Port-Said University, Faculty of Commerce Majored in Accounting Department, Skilled in Microsoft Package and Accounting who is seeking the opportunity to work in the field of Accounting that utilises my academic background and my skills.

WORK EXPERIENCE

Tres Burger

2018-PRESENT

Bookkeeper/Shift Leader

- **Recording Financial Transactions:** Enter and categorize all financial transactions, including sales, purchases, expenses, and receipts, into the accounting system.
- **Accounts Receivable:** Manage accounts receivable by invoicing customers, recording payments, and following up on overdue payments.
- **Team Supervision:** Oversee and direct the activities of the team members during a specific shift.
- **Inventory Management:** Keep track of inventory levels and order supplies as needed.
- **Communication:** Maintain open and effective communication with team members, management, and other shifts.

El Gendy

2018-2022

Secretary

- **Data Entry and Record Keeping:** Keep organized records for easy retrieval and reference.
- **Expense Management:** Track and manage business expenses.
- **Bookkeeping and Accounting:** Maintain accurate and up-to-date financial records, including accounts payable and receivable.

AASTMT Maritime

Every Summer Season

Swim Coach

- **Swimming Instruction:** Teach and demonstrate proper swimming techniques, including strokes, turns, and starts.
- **Communication:** Communicate effectively with swimmers, parents, and assistant coaches.