



# Mohamed Samir Elhassanein

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## CONTACT

Social Status : Married    **E-mail:** minosamir9090@gmail.com  
Dubai - UAE    **Phone:** 00971567920846  
Nationality : Egyptian

## OBJECTIVE

Dear Sir: I am Mohamed Samir . I have 6 years experience in Human Resources , Accounts and Managerial Affairs .I extend my sincere greetings and appreciation to your person esteemed wish to inform you I am apply for the job advertised by you and I hope to be accepted into this function to be an individual among the company's work featured team.

## WORK EXPERIENCE

### Pentagon Contracting & Maintenance LLC / Business Bay - Dubai - UAE

April 2016 - September 2020

Accounts Manager Assistant - HR - Administrative

- \* Working as an assistant to the director of accounts.
- \* Controlling petty cash.
- \* Preparation of monthly salaries for all employees of the company and how disbursed through the WPS system.
- \* Each own procurement process and dealing with suppliers such as invoices and each had its own volume and price of all with respect to the purchase orders tasks.
- \* Full supervision of the stores from the receipt of raw materials and recorded in the books their own and delivered to the site in its stores continued their inventory of ongoing monthly follow-up.
- \* Career as PRO ( Public Relations Officer ) follow-up and redeem all transactions in government institutions such as the DM ( Dubai Municipality ) , MRHE ( Mohammed bin Rashid Housing Establishment ) , RTA ( Roads & Transport Authority ) , Dubai SME ( Small and Medium sized Enterprises ) .
- \* Responsible for the collection of payments.
- \* Rid the banking transactions such as depositing cheques and payment of cheques as well as cash and follow-up on the bank statement regularly.
- \* Full knowledge of real state leasing management and all related banking and service operations.

### Al-Sharq Plastic Factory / Mansoura - Egypt

October 2014 - November 2015

Accountant - Administrative - HR

### Waleed AlNajem Plastic Factory / Ryadh - KSA

April 2013 - July 2014

HR - Accountant Assistant - Administrative

### Al Hashemiah Contracting Co. / Gamasa - Egypt

Jan 2013 - March 2013

HR ( Training Time )

## **EDUCATION**

### **Accounting Division / BA**

Faculty of Commerce / Mansoura University - Mansoura - Egypt

**September 2008 - May 2012**

### **High School / Degree**

Nawsa Gheit public high school / Aga - ( Mansoura ) - Egypt

**September 2005 - May 2008**

## **QUALIFICATIONS**

- \* Speaking English ( Excellent )
- \* The Ability to Write English ( Excellent )
- \* The Ability to Work Various Accounting
- \* Applications of Accounting Skills By Computer ( Excel - Word )
- \* MS Excel ( Professional )
- \* MS Word ( Professional )
- \* Able to Work Under Pressure
- \* Work With A Group
- \* Dealing With Emergency Situations
- \* The Ability to Organize the Business

## **AWARDS**

Accountant's Preparation Course - ( Excellent ) / April 2012

International Computer Driving Licence / May 2012

## **INTERESTS**

- \* Interest in follow-up business and financial news and the economy
- \* Communicate with others and bring in a social climate

## **LANGUAGES**

**Arabic : Mother tongue**

English : Excellent

## PERSONAL INFORMATION

{ Mohamed Samir El-Hassanien }

Date of Birth : 01/09/1991

Place of Birth : Mansoura - Egypt

Visa Status : Residence Visa Valid

Passport Number : A09198810

I Have 2 Driving Licence :

1- KSA Driving Licence .

2- Egypt Driving Licence .

UAE Driving Licence . ( under processing )