

# Curriculum Vitae

## Personal Information

Name : Hisham Tawfeek Kashif  
Nationality : Egyptian  
Date of Birth : 5/12/1989  
Place of Birth : Egypt  
Sex : Male  
Marital Status : single  
Religion : Islam  
Military Status : Postponed



## Contact Details

Address : 9, Said Helmi st, Maadi, Cairo.  
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## Education

- **B.Sc. of commerce – Accounting Department-Arabic section , year 2011**
- **Accumulative grade : Acceptable.**

## Languages

- English : ( good skills in both written and spoken )
- Arabic : ( mother tongue )

## Computer Skills

- International ICDL certification via the ministry of communications and information technology \_ Egypt.
- Designing Accounting Systems Through Computer ( MS Excel for Accounting).
- Very good knowledge of computer and internet.

## Typing Skills

English : Good  
Arabic : Good

### ***Training & other courses***

- Practical Training Experience in: Alfath Group CPAs (Dr. Hosny Alsayed & Emad Alsayed), Accounting & Auditing office, during the period from **10-july-2010** to **9-August-2010**.

#### ***Involving:***

- Book Keeping.
- Preparing General Ledger.
- Designing and Preparing Accounts through Computer.
- Preparing Salaries and Wages and its Entries.
- American Journal-general.
- Designing Accounting Systems through Computer.

- 3 months Training in: “**Mohamed Abd EL-Raof accounting office**”, involving:

1. Standard Accounting General Ledger, Inventory, Accounts Receivable, Accounts Payable, Payroll Solutions, Fixed Assets, Time & Billing and Job Costing.
2. Preparing opening balance sheet.
3. Recording: Opening entries-journalizing in the general journal-Posting into the general ledger.
4. Accounting information system.
5. American Journal-general.
6. Purchases-Sales-Warehouses Customer Accounts –Suppliers.
7. Profit and loss account (Income statement).
8. MS Excel for Accounting.

- Attended a training program in "communication skills" during the academic year 2008/2009 delivered by prof. Amr Osman, a professor in the French university in Cairo.

### ***Hobbies***

- Drawing.
- Reading.
- Surfing the internet.

### ***Sports***

- Basket ball and Football.

### ***Other Skills:***

- Ability to understand and deal with the new accounting programs.
- Ability to understand and deal with the document cycles.
- Ability to work in a team work.
- Ability to accept directions and deal with the management and financial system.
- Solid communication, organization and documentation skills.
- Strong interpersonal/teamwork skills
- Solid computer skills: Microsoft Word, Excel and PowerPoint.
- Ability to influence without authority and work collaboratively in a team.
- Relationship Building & Networking Skills with internal organization and customers.

***References shall be furnished upon request.***