

C.V

Bassem Hady Saleh

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& - Personal Profile :-

- **Date of birth** :- 25thOctober 1987.
- **Marital status** :- Single .
- **Nationality** :- Egyptian .
- **Address** :- Tunis Street , Block 4 , Hawalli , Hawalli Governorate .
- **License** :- Kuwait Valid Driving License .
- **Visa** :- Visa 18 " Transferable " .

& - Educational level:-

- Bachelor of Commerce Accounting section - Faculty of commerce At Beni Suef university , May 2009 .

& - Work experience :-

A - In Kuwait :-

1 - From 03/6/2017 Till..... As Accountant At Sinimmar International Gen. Trading Cont. company in Salimya City In (Kuwait) .

- Petty Cash , Make Analysis For expenses , Payable accounts , Receivable accounts , salaries ,..

2 - From 10/4/2016 To 31/5/2017 Accountant at Sm limited Cont. company in Kuwait City .

B - In Egypt :-

+ From 12/10/2015 Till 31/03/2016 Worked As Assistant Chife Accountant At Viva Blue Hotel in Hurghada .

+ From 19/02/2010 Till 31/03/2015 Worked in Faraana Heights Hotel King Snefro Group in Sharm El-Sheikh As :-

- 1) - **Front Office Cashier , From 02-2010 to 07-2010 .**
- 2) - **Night Auditor, From 08-2010to 11-2010 .**
- 3) - **Income Accountant , From 12-2010 to 02-2012 .**

. Revenues analysis and petty cash accounts .

4) - Credit Accountant , From 03-2012 to 01-2013 .

. All Accounts of the contracting guests companies " travels agent "

5) - Payable Accountant, From 02/2013 to Till 31/03/2015 .

- . Prepare monthly salaries to employees, suppliers accounts
- . Prepare monthly bank reconciliations (bank movement , bank transfers)
- . Analyzing financial statements and Participate at prepare balance sheet .

+ From 2006 To 2009 At the "Summer Holidays" Worked As Cashier in Beausité Hotel At (Marsa Matrouh) .

& - Courses :-

A - In Kuwait :-

1- Financial Accounting Course in Arabic ,

- New Kuwait labor law provisions , Statement of Income - Statement of Payroll , Balance of audit before and after adjustments , Closing .

B - In Egypt :- "Computer skills"

1 - Preliminary ICDL At 108 Hours ,

Windows	Word	Excel	Access	PowerPoint	IT	Internet
Excellent	Excellent	Excellent	Excellent	Excellent	Excellent	Excellent

2- MS-Office Diploma At 100 Hours ,

Windows	Word	Excel	Access	PowerPoint
Excellent	Very Good	Very Good	Excellent	Very Good

3 - MS-Office Training Course ,

- "Windows , Word , Excel , IT " Course From 07/03/2009 To 08/04/2009 At Faculty of commerce in Beni-Suef University .

& - Personal Skills:-

- Teachable , Skilled at learning new concepts quickly .
- Proficiency with MS-Office applications specially (excel) .
- Able to handle customers complains , And work (under stress , Team work , away from home) .