



**Name : Khaled Abd Elrazik Ali**

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• **Career objective:-**

An ambitious fresh graduate seeking for a good opportunity and challenging position in a large organization where I can work hard to achieve the organization's goals as well as my personal goals .

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• **Educational Background :**

- Bachelor of commerce from Ain shams university " ASU " – " Arabic section " .
  - **Major :** Accounting .
  - **Grade:** ( good) (78,83%).
  - **Batch :** ( May 2017) .
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• **WORK EXPERIENCE:**

- Member at a charity organization " resala"
  - Member at the students union "social department " .
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• **Courses :**

- English course at " Berlitz " , from 16<sup>th</sup> of Aug 2015 to 13<sup>th</sup> of Mar 2016 .
  - International computer driving license "ICDL" self -studying.
  - Soft skills and communication skills courses.
  - Course at “cost accounting,manual accounting,constructing accounting” from 4<sup>th</sup> of July 2017 to 6<sup>th</sup> of August 2017.
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- **Skills**

- **Personal skills :**

- Communication skills
  - Negotiation skills
  - Time management
  - Problem solving
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- **Language skills :**

- Native speaker of Arabic language .
  - Very good command of English both writing and speaking .
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- **Computer skills: -**

- Very good user of Windows , Word , PowerPoint ,and Excel.
  - Good user of Access .
  - Good surfing skills on the internet ,and self- studying.
  - Good user of Excel sheet .
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- **Achievements and activities:-**

- Participated in charity activities with "Resale" .
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- **Activities :**

- Participated in the social activities at "Ain shams university" as my position at the students union" .
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- **Personal information :-**

- **Date of Birth :** february 26/2/1995.
- **Nationality :** Egyptian.
- **Martial status :** single.
- **Gender :** male .
- **Military status :** completed .