

Name: Amro Sayed Abd El-Hameed

Email : amourman11@yahoo.com, amourman11@hotmail.com,
amourman11@gmail.com

Mobile/ WhatsApp: 002/01006565365



Personal Information

Date of Birth : 4/26/1977
Gender : Male
Country of Nationality : Egypt
Address : El-Azhar University St., Solyman El Hakeem Buidings, Assiut, Egypt
Computer Skills : Excellent

Education Information

First University Degree : Bachelor In Commercial Studies (4 years)
University : Assiut University
Faculty / Institute : Commerce
Major : Accounting
Graduation year : 1998
Grade : good
Second University Degree : License in Law (4 years)
University : Assiut University
Faculty / Institute : Law
Major : Public Law
Graduation year : 2003
Grade : good
Post Graduate Studies : Diploma in Legal Administrative Sciences (1 year)
University : Assiut University
Faculty / Institute : Law
Major : Public Law
Graduation year : 2007
Grade : good
Post Graduate Studies : Diploma and Master Degree in Private Law (1 year)
University : Assiut University
Faculty / Institute : Law
Major : Private Law
Graduation year : 2010
Grade : good

High School Degree : Thanawia Amma
High School name : Dar Heraa Islamic School
Grade : 74.5%

Spoken Languages : Arabic **Degree:** Mother tongue
English **Degree:** Very good
German **Degree:** fair

Previous Courses : Ms. Windows, Ms. Office Especially Ms-Word, Ms-Excel, Ms-PowerPoint, Adobe Photoshop, Adobe Illustrator

Work Experience

Total years of experience : 12 years
experiences and other qualifications (1) Very Intelligent in PC Applications & Mathematical skills.
(2) Able to write 70 wpm (Arabic) & 45 wpm (English).
(3) Working as freelancer ARABIC TRANSCRIBER and manual data scraping.
(4) A wide background in the chartered accounting (from my current Job)
(5) Experience in auditing.
(6) Logo designing and photo editing

Current jobs

Job Title : Arabic Translator/Transcriber/Subtitling with the highest evaluation on www.gotranscript.com

Employer : Freelancer

Employer Country : From home – Remote

From : January 2016

Job Title : Manual Data Scraping and Date Entry and Arabic Translator/Transcriber

Employer : Ministry of Justice, Administration of Experts (permanent)

Employer Country : Egypt

From : January 2002

Job Description * Operated as technical adviser in the issues which include finance issues or accounting, stand up in the searching of each issue, and at last write a report in this financial or accounting side, The magistrate rules in the issue based on this report, * My current job acquired me a big background in the chartered accounting, Taxing (Income/Sales), Labor matters (Preferment, HRs, Retirements ... etc), * I got also a little experience in auditing.

Previous Employment

Job Title : Accountant and a Store Manager
Employer : First Co. for Trading and Distribution agent of Vodafone and RAYA
Employer Country : Egypt
From : January 2001 **To** : December 2001
Job Description : I was in charged of recording the accounting and financial processes in the computer using a program called Compact, besides analyzing sales.
I was in charged of preparing daily and monthly reports of the sales and store
Also I was supervising the store in the branch of the company in Assiut.

Availability and job requested

Availability : Able to work as soon as announced, however inside or outside Egypt
As : Full/Part Time/Remote (From home)
Job field : Accounting, Financial , Finance , Import & Export, Industrial, Public Relations, Virtual Assistant, Transcriber, Data Entry ... etc.