**Tarek EzzEldin**

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07774020196

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Egyptian, 11th of March 1989

**EDUCATION**

**2008-2013 Middlesex University - October University for Modern Sciences & Arts, Cairo, Egypt**

Graduated with a Bachelor of management sciences, Major Accounting & Economics

**2005-2008 Manor house language school, Cairo, Egypt**

I.G.S.C.E Cambridge degree

**WORK EXPERIENCE**

**2012 Al Ezz, Construction Company, Cairo, Egypt**

(3 months) Assistant of the Accounting manager ***(internship)***

* Assisted with payroll administration
* Reviewed and process expense reports
* Assisted in forecasting budget for future projects

**2011** **Travco, Tourism company, Cairo, Egypt**

(3 months) Accountant ***(internship)***

* Analyzed business operations, financial commitments
* Computed taxes owed and prepare taxes returned
* Revised all the financial statements

**2010 Deals pub, Hurghada, Egypt**

(3 months) Bartender

* Took order
* Prepared drinks
* Cleaned the tables

**LANGUAGES & COMPUTER SKILLS**

Arabic: Native speaker

English: Writing, reading, and speaking: Fluent

French: Beginner

Computer skills: Software: Word, Excel, PowerPoint, And Access

**EXTRACURICULAR ACTIVITIES**

**Interests:** Readings (Ancient History, Quantum Physics...), Sports(swimming, soccer)

**Travel:** Portugal, France, Turkey, Spain