

# Eslam Sayed Mohamed

**Day of birth:** ..... 8/22/1989  
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**Marital status:** ..... Exemption



## Work experience

2010 - 2011

### Cairo Air Port - Eastern Logistics Company

#### super visor

##### Responsibilities

- Involved in calculating and processing duties and taxes to be paid and may be required to sign documents under a Power of Attorney on behalf of clients. You will also pay, or arrange for payment of taxes and duties.
- \*Liaising with Customers.
- \*Allocating the correct licence depending on type of goods being imported.
- \*Involved in attending meetings with Customs Officials in the application of duty refunds and tariff reclassification as appropriate and will assist with any appeals that are forthcoming.
- \*Fully conversant with import and export laws and regulations. You will be expected to maintain your understanding and keep up-to-date with changes as they occur, so as to be able to advise customers on import and export restrictions, tariff systems, insurance requirements and all other customs related matters.
- \*Prepare the necessary import documentation such as certificates of origin and cargo control documents.
- \*Internal auditor in The ISO Team of the company
- \*Making a file keeping system based on ISO regulations & forma.

2011 - 2017

### Head of the department Follow-up & Technical support - Financial sector

#### Head of

##### Responsibilities

- \*Prepares asset, liability, and capital account entries by compiling and analyzing account information.
- \*Documents financial transactions by entering account information.
- \*Recommends financial actions by analyzing accounting options.
- \*Summarizes current financial status by collecting information; preparing balance sheet, profit and loss statement, and other reports.
- \*Substantiates financial transactions by auditing documents.
- \*Maintains accounting controls by preparing and recommending policies and procedures.
- \*Guides accounting clerical staff by coordinating activities and answering questions.
- \*Reconciles financial discrepancies by collecting and analyzing account information.
- \*Secures financial information by completing data base backups.

- \*Prepares payments by verifying documentation, and requesting disbursements.
- \*Answers accounting procedure questions by researching and interpreting accounting policy and regulations.
- \*Complies with federal, state, and local financial legal requirements by studying existing and new legislation, enforcing adherence to requirements, and advising management on needed actions.
- \*Prepares special financial reports by collecting, analyzing, and summarizing account information and trends.
- \*Maintains customer confidence and protects operations by keeping financial information confidential.
- \*Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies

2017 - Now

## Government Relations Sector

### External Strategic Entities Support Manager

#### Responsibilities

- - Facilitate every thing that face the company from regulations and process.
- - Deal with the presidential entities.
- - Deal with the Prime minister.
- - Deal with all issues directed from the director.
- - Deal with the VIP issues from the CEO.

## Other professional experiences, references

- 2013 Created full dynamic system by Microsoft office in financial department applied for the whole sector.
- 2015 Created Telecom Egypt Talent Team and being one of the admin core team.
- 2016 Full limitation to Telecom Egypt Lands and assets.
- 2016 Full limitation for TE-Data branches in Telecom Egypt Centrals and places.
- 2016 Participation as one of the organizing Committee on the youth conference On Alexandria.
- 2016 Participation as one of the organizing Committee on the youth conference On Aswan.
- 2016 Participation as one of the organizing Committee on the youth conference On Esmailia.
- 2016 Participation as one of the organizing Committee on the youth conference On Alexandria.
- 2016 Participation as one of the organizing Committee on the youth conference On Cairo.
- 2017 Participation as one of the organizing Committee on the world youth forum On Sharm ElShikh
- 2017 Participation as one of the organizing Committee on COMESA On Sharm ElShikh.
- 2018 Participation as one of the organizing Committee on the world youth forum On Sharm ElShikh
- 2018 Participation as one of the organizing Committee on COMESA On Sharm ElShikh
- 2018 Participation as one of the organizing Committee on ICT.
- 2018 Participation as one of the organizing Committee on Memorial world wide Event under supervision of the president AbdEl Fattah El sisi

## Education

2016 - Till Now

DBA,  
Ain Shams University,

*((last year to be certified .))*

2017 - 2018

Missouri University - MBA,  
Professional Master Of Executive Leadership Program

2016 - 2017

Presidential Leadership Program,  
Presidency of the Republic,  
*((Graduated Batch 2))*

2016 - 2017

Strategic and politics studies,  
Nasser Higher Military Academy,  
*((Full course , graduated ))*

2016 - 2017

Entrepreneurship,  
College of Science and Administration of the Armed Forces,  
*((Graduated.))*

2014 - 2016

Business Administration - MBA,,  
Arab Academy for Science and Technology and Maritime Transport,  
*(((Master Degree Grade : Excellent )))*

2006 - 2010

Faculty of commerce, Accounting,  
Cairo University,  
*(((Grade : Good)))*

2006 - 2010

Faculty of commerce, Accounting,  
Cairo University,  
*(((Grade : Good)))*

## Certificates and Courses

### Presidential Leadership Program (PLP)

Graduated 2nd batch

### IBDL (International Business Driving License) L1

Pass

### IBDL (International Business Driving License) L2

Pass

### IBDL (International Business Driving License) L3

Pass

### Egyptian Accounting Standards

From 28-11-2015 to 26-12-2015 49 hour

### Accounting and commercial applications using excel

From 19-1-2014 to 30-1-2014

## **Decision Making Skills**

From 22-4-2014 to 23-4-2014

## **Effective communication skills**

From 9-6-2014 to 10-6-2014

## **Risk Management**

From 27-4-2014 to 29-4-2014

## **Motivation skills**

From 17-6-2014 to 19-6-2014

## **Successful leadership skills**

From 1-12-2013 to 4-12-2013

## **Presentation Skills**

From 6-2-2013 to 7-2-2013

## **Oracle General Ledger**

From 14-11-2012 to 19-11-2012

## **Strategic planning skills**

From 1-6-2014 to 5-6-2014

## **Microsoft Office**

Word, Excel, Power point, Access, MS Project, MS Outlook Express And Internet

## **Advanced HR Course**

Presidential Leadership Program

## **Advanced Economics**

Presidential Leadership Program

## **Advanced Politics**

Presidential Leadership Program

## **Advanced Finance**

Presidential Leadership Program

## **Entrepreneurship**

College of Science and Administration of the Armed Forces

## **Mass Communication**

College of Science and Administration of the Armed Forces

## **Business administration**

College of Science and Administration of the Armed Forces

## **Advanced Law**

College of Science and Administration of the Armed Forces

## **Local Administration**

College of Science and Administration of the Armed Forces

## **UN simulation Sources**

College of Science and Administration of the Armed Forces

## **Science and Strategic Studies**

Nasser Higher Military Academy

## **National Security Course**

Nasser Higher Military Academy

## **State policy and budget Course**

Nasser Higher Military Academy

## **Egyptian General Intelligence**

Egyptian General Intelligence Entity

## **Information security course**

Nasser Higher Military Academy

## **Social Engineering**

Nasser Higher Military Academy

## **Soft Power Strategy course**

Nasser Higher Military Academy

## **Communication Skills**

Nasser Higher Military Academy

## **Project Management**

Graduated

## **Marketing Managment**

Pass

## **Protocols Course**

certified - 2018

## **Economics and Political Science Course**

Certified - 2018

## **Human Resources management course**

Certified - 2018

## **Organizational Change Course**

Certified - 2018

## **Media Course**

Certified - 2018

## Strategic Science Course

Certified - 2018

## National Security Course

Certified - 2018

## Leadership Skills Course

Certified - 2018

## Market Analysis Research

Certified - 2018

## Financial management program for non – specialists

Certified 2018

## Other skills and abilities

### Language proficiency:

Arabic	..... ★ ★ ★ ★ ★	native speaker
English	..... ★ ★ ★ ★ ☆	expert, interpreting
Francis	..... ★ ★ ☆ ☆ ☆	intermediate

### Driver's license:

Groups **A**