

*Ezzeldin Abdelsalam Ibrahim*

*Haram, Giza, Egypt*

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**NAME** : Ezzeldin Abdelsalam Ibrahim  
**DATE OF BIRTH** : 1<sup>st</sup> January 1974  
**NATIONALITY** : Egyptian  
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**E-MAIL** : Free2reymb@yahoo.com  
**MILITARY STATUS** : Exempted  
**MARITAL STATUS** : Married  
**QUALIFICATIONS** : B.Sc. OF commerce, from Cairo University  
Major accounting.

**DATE OF GRADUATE:** 1997

**CURRENT POSITION:** -

**Admin and finance manager at national heart institute fellow association:**

From 1/9/2014 till now

Auditing of accounts and preparing the financial statements for the association: -

**BASIC FUNCTION OF POSITION:** -

- Establishment the documentary cycle for financial management.
- Training and qualification of accountants.
- Preparation the financial and administrative guide for association.
- I was also in charge of preparing the financial reports that should be submitted to the official entities such as taxes, insurance, banks, and other entities.

**COURSES & TRAINING:-**

- Time value of money & cash flows (e.m.e.n.d).
- Labor law.
- Tax law.
- bidding law.

- UNHCR Workshop for implementing partners on program management and implementation in Morocco February 2010.
- Capacity Building Program for NGOs December 2019.

## **SKILLS & ABILITIES:-**

### **LANGUAGES:**

Good Command of professional English language.

Level 304 at A.U.C fall 2010.

Pre-Intermediate 4 at British Council 10/2019

### **COMPUTER Skills:**

Operating System: Windows XP / 7.

Office Automation: Excel - Word - outlook – Internet.

Accounting systems: Refugee Tracking System “RTS”.

## **Personal Competencies:**

- 1- Treats all people with dignity and respect.
- 2- Seeks first to understand others’ needs, ideas and suggestions.
- 3- Uses resources justly, equitably, and efficiently.
- 4- Establishes priorities and meets deadlines.
- 5- Actively consults and listens closely to team members(s), fellow staff, and partners.
- 6- Handles conflicts in a constructive and supportive manner.
- 7- Asks for constructive feedback and gives constructive feedback when requested.
- 8- Adapts gracefully to changes in agency priorities and operations.