


# Mohamed Abbas

## SUMMARY

I have 10 years experience in paper and electronic archiving.

- I have experience in accounting, taxation and human resources qualified to provide support and assistance to financial management as well as human resources.
- I created a paper archive in more than one company in different fields.
- I developed a digital transformation plan for archives and documents in all the companies I worked with and implemented in some companies.
- I am always looking for the development in the field of electronic archiving and I am not content with what I get to because there is always the best.

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 Arab El Maadi, Al Basatin, القاهرة –

## SKILL HIGHLIGHTS

- . Innovative
- . Take responsibility
- . Strong decision maker

## EXPERIENCE

**May 2019**

Senior Document Controller • HCPC- ( Clorox Egypt )

**Mar 2007 –April 2018**

Archive Specialist • First Egyptian Engineering

**May 2005 –Feb 2007**

administrative employee • VPM -Engineering Consulting

**March 2002 –March 2005**

Archiving Officer • QNB Alahl

Develop a digital transformation plan for the company's files and documents

## LANGUAGES

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- . Arabic – C1
- . English – A2

## EDUCATION

I studied electronics and computer sciences. I graduated in 1999.

- Technical Secondary Resonance

I study at a college of commerce from 2013 to the present

- Cairo Open Education Centre

## HOBBIES

- Sports
- Drawing
- Writing

## COURSES

Icdl

Microsoft office ( Excel

.New Horizons –computer learning centers