

COVER LETTER

Attention to: Human Resources Department

Subject: Application for Employment

Dear Sir/ Madam,

A. Position: - Accountant

I am writing to express interest in the Accountant position. I have enjoyed 3 years in accounting which have been instrumental in equipping me with the knowledge and providing me with the opportunity to develop the skills necessary to succeed in the accounting profession.

At this stage in my career I am interested in expanding my professional horizons by seeking new challenges in the accounting industry as I continue to pursue my Certification. My background in accounting has provided me with the opportunity to work with clients in a variety of industries. This has presented me with a diverse range of issues that have allowed me to develop my problem solving skills while effectively working with a variety of different people.

I would welcome the opportunity to meet with you to discuss my qualifications, and learn more about your business and this job opportunity. Please find the accompanying resume for your review.

B. Position: - Document Controller

I am sending this application for the job opening of Document Controller in your organization and providing you all the documents for further consideration. I am aware that my background in administration would make me the perfect candidate for your organization.

I have provided you resume along with this letter, but I would also like to give a brief summary of my qualifications and skills:

- Worked as an administrative capacity for more than five years and have directly worked for Documents Contractor and handled it for the maximum time.
- Proficient computer skills and ability to use multiple emails, word processing and using software Packages for database.
- Excellent ability in handling outgoing and incoming mails has always been my main responsibility.

I would bring this same skill to my current organization

I am a hardworking and dedicated worker and will never balk at any task, which has been handed over to me. I have a good confidentiality, which is highly appreciated by my past employers and which would be beneficial for your organization as well.

I would like to meet you in person and discuss this opportunity further at your time and convenience.

Best Regards,

Eslam Shaaban Abou Shoeib

00971502414105

Eslamaboshieb@yahoo.com

It is an Honor to introduce My Resume with My Personal information to Apply to work in Your Group as an Employee Contributing to the Development of this Corporation.

Personal Information:-

- **Name:** Eslam Shaaban Aboushobeib Shaaban
- **Visa status :** Visit Visa - **Valid:** Until 19 December 2017
- **Nationality:** Egypt **Place of Birth:** Mansoura - Egypt
- **Date of Birth:** 16 March 1991
- **Sex:** Male **Marital Status:** Single **Religion:** Muslim
- **Languages Known:** Arabic (Native), English
- **Education:** Bachelor of Commerce Degree in Accounting
- **Driving License:** Dubai - 2145922 - Light Vehicle

Contact Details:-

- **Address:** Rashidiya, Qutami Mosque, Dubai - United Arab Emirates
- **Mob:** +971502414105 - United Arab Emirates
- **Email:** eslamaboshieb@yahoo.com / eslamlomanio@gmail.com
- **LinkedIn:** <https://www.linkedin.com/in/eslam-shaaban-5bb1378b/>
- **Skype:** Eslamaboshieb

Education:-

- **2008-2012**
Faculty of Commerce (English Section) Accounting - Mansoura University-Egypt, Grade: Acceptable
- **2005-2008**
Military Secondary School - El-Mansoura, Grade: 90 %

Related Courses & Other Qualifications:-

- Construction Cost Estimating and Cost Control from **Coursera - Columbia University in the City Of New York.**
- Financial Accounting Fundamentals from **Coursera - University of Virginia.**
- Coursera Mentor Community and Training Course from **Coursera.**
- Principles of Human Resource Management from **Edraak - Bayt.Com.**
- From Idea to Company: Introduction to Entrepreneurship from **Edraak - The American University in Cairo.**
- International Computer Driving License (ICDL) - **Egyptian Ministry of Communication.**
- **HP LIFE e-Learning** course on "Profit and loss"
- **HP LIFE e-Learning** course on "Basics of finance"
- **HP LIFE e-Learning** course on "Cash flow"
- **HP LIFE e-Learning** course on "Business email"
- QuickBooks Payroll Essential Training online course from **Lynda.**
- QuickBooks Essential Training online course from **Lynda.**
- Acrobat DC: Creating Forms online course from **Lynda.**
- Project Management Simplified online course from **Lynda.**
- 5 Personal Finance Tips online course from **Lynda.**

Experiences:-

1. **Document Controller** in Belhasa Projects in United Arab Emirates from October 2014 to July 2017.
2. **Accountant** at Al Majd Company for Home, Electrical Equipment and spare parts from March 2014 to August 2014 - Egypt.
3. **Accountant** at Kallas Company for sweets from August 2012 to December 2013 - Egypt.
4. **Accountant** at Al-Ashraf Store for Bedding, Bed sheets, Cushions, Clothes from May 2009 to May 2012.

Technical Skills:-

- A. **Documents Softwares** Adobe Professional Pro Dc / Aconex / Foxit Phantom pdf / Nitro Pro Pdf / docs google / icloud drive / BIM 360 Docs.
- B. **Peachtree** (2006,2008,2009,2010,2012)
- C. **QuickBooks** (2002, 2010, 2015, 2016).

- D. **Microsoft Office** Word, Excel, Power point, Outlook, Project and Visio (2002, 2007, 2010, 2013, 2016, 2017).
- E. **Design Softwares** Adobe Photoshop / Adobe InDesign / Adobe Illustrator / Adobe After Effects
- F. **Excellent Computer Skills** (Photocopiers And Laser Printers Printer - Plotter Printer Scanner) - (Windows 10 /8.1/8/7/XP)
- G. **Typing** Arabic , English And French

Responsibilities as Accountant: -

1. Prepares asset, liability, and capital account entries by compiling and analyzing account information.
2. Documents financial transactions by entering account information.
3. Recommends financial actions by analyzing accounting options.
4. Summarizes current financial status by collecting information; preparing balance sheet, profit and loss statement, and other reports.
5. Substantiates financial transactions by auditing documents.
6. Maintains accounting controls by preparing and recommending policies and procedures.
7. Guides accounting clerical staff by coordinating activities and answering questions.
8. Reconciles financial discrepancies by collecting and analyzing account information.
9. Secures financial information by completing data base backups.
10. Maintains financial security by following internal controls.
11. Prepares payments by verifying documentation, and requesting disbursements.
12. Answers accounting procedure questions by researching and interpreting accounting policy and regulations.
13. 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.
14. Prepares special financial reports by collecting, analyzing, and summarizing account information and trends.
15. Maintains customer confidence and protects operations by keeping financial information confidential.
16. Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.
17. Accomplishes the result by performing the duty.
18. Contributes to team effort by accomplishing related results as needed.

Responsibilities as Document Controller and Hr. Administrator: -

1. Implement and maintain document control processes and procedures.
2. Develop and maintain the Document Management System.
3. Manage all flows of documents either in electronic form or on paper support.
4. Ensure Document Management accordingly to established procedures or standards (documents numbering, formats, issuance, review, dispatch, recording and archiving).
5. Maintain and manage electronic and hard copy documents as required. Process incoming documentation (registration in the DMS, internal distribution, archiving).
6. Process outgoing documentation (transmit to Client and Suppliers/3rd parties).
7. Makes sure that controlled copies of latest approved documents and drawings are distributed internally and externally (Clients and Suppliers).
8. Ensure control and coordination of projects documentation and data.
9. Ensure all drawings/documentation are correctly identified, distributed and filed/stored.
10. General document controls / controlled activities such as photocopying, scanning, analysis of suppliers documents compliance with Project standards regarding numbering and all others aspect related to document quality.
11. Assistance in the preparation collation and issue from / with reports and registers as may be required.
12. Communicate and liaise with Project Teams, Suppliers/3rd parties to agree standards, systems, efficient flow of documentation, handover and close-out of Project activity to ensure consistency in document control as required.
13. Monitor technical documents review and approval in accordance with agreed schedule.
14. Monitoring of documentation progress in cooperation with the project planner.
15. Produce internal and external (Clients and Suppliers) over-due reports.
16. Ensuring the use of standardised forms and templates. Set-up Projects folders and facilitate Project communication process.
17. Establish and maintain the Master Document Register in cooperation with the Project team.
18. Collate, produce and submit QA Documentation for Clients.



Mansoura University

0038673



Arab Republic of Egypt
Mansoura University
Faculty of Commerce
Graduate Affairs

Certificate

This is to certify that Mr. **ESLAM SHAABAN ABOUSHOEIB SHAABAN**

Born in **Mansoura - El-Dakahlia** on **16/03/1991**

National ID **29103161200371**

Has obtained the degree of **Bachelor in Commerce Major Field of Study: Accounting (Courses are taught in English)**

With general cumulative grade : **Pass , 59.13% (544 out of 920)**

Date of exam : **May** Year : **2012.**

The Faculty Council approved the degree on **25/07/2012**

The University Council approved the degree on **30/07/2012**

This certificate is issued to the applicant upon his request to be presented to whom it may concern.

Clerk

Reviewer

Registrar

Dean



Mansoura University in 30/06/2014

The data on this document is available under ID **17008685** on the internet site
<http://graduates.mans.edu.eg>

مسلسل: ١٠٤٧٠
التاريخ: ١٨/٨/٢٠١٤
توقيع المدقق
توقيع المحقق

الإمارات العربية المتحدة
UNITED ARAB EMIRATES
وزارة الخارجية
Ministry of Foreign Affairs
Date: 05/08/2014 11:03 التاريخ
No: 14001006659 رقم
مفوضية الإمارات العربية المتحدة - القاهرة Fee EGP 375 الرسوم: جنيه مصري
تصالح على صحة ختم و توقيع
وزارة خارجية جمهورية مصر العربية
دون تحمل اي مسؤولية تجاه المخطوبات
1849135



وزارة خارجية جمهورية مصر العربية
مكتب التصديقات والخدمات القنصلية للمواطنين
رقم التصديق: ٥٠٥٤٤
٢٠١٤
التصديق على نسخة الحاتم والتوقيع
المستور على نسخة الحاتم والتوقيع
فيما يخص
المرجع
١٩
١٣٥٥

جامعة المنصورة الإدارة العامة لشئون التعليم والطلاب
المرجع
٢٠١٤ / ٦ / ٢٠
مدير الإدارة
إشارة الخضريين



APPROVED
D. waleed
GENERAL MANAGER

٢٠١٤



CERTIFICATE OF EMPLOYMENT

This is to certify that Mr. ESLAM SHAABAN ABOUSHOEIB SHAABAN has worked with BELHASA PROJECTS LLC - DUBAI from 02nd November, 2014 until 02nd March, 2017. During the render of his service the highest responsibilities designated to him was that of "DOCUMENT CONTROLLER".

On this date, 04th July, 2017 this certificate is being issued upon the request of Mr. ESLAM SHAABAN ABOUSHOEIB SHAABAN, and does not consist any liability on the company towards any other party.

Yours faithfully,
For BELHASA PROJECTS LLC - DUBAI


Thaer Achtié
HEAD OF HR & ADMINISTRATION

بالحصا للمشاريع (ش.م.م.)
BELHASA PROJECTS (L.L.C.)
P.O. Box: 5102, Dubai - U.A.E.
Tel: 04-3331445

Capital 6,000,000 Dirhams

P.O. Box : 5102, Dubai - U.A.E.
Tel: 04-3331445 Fax: 04-3330681 / 3336018
P.O. Box : 47162, Abu Dhabi - U.A.E.
Tel : 02-575 75 27 Fax : 02-575 88 50
Website: www.belhasaprojects.com
E-mail : bhpb@bhp.ae



A Subsidiary of
Belhasa International Co. LLC

رأس المال ٦,٠٠٠,٠٠٠ درهم
مس.م.م. ٥١٠٢ - دبي - الامارات العربية المتحدة
الهاتفون : ٠٤-٣٣٣١٤٤٥ ، فاكس : ٠٤-٣٣٣٠٦٨١ / ٣٣٣٦٠١٨
مس.م.م. ٤٧١٦٢ - ابوظاهي - الامارات العربية المتحدة
الهاتفون : ٠٢-٥٧٥ ٧٥ ٢٧ ، فاكس : ٠٢-٥٧٥ ٨٨ ٥٠

Equipment and spare parts.

**Al sharawi street, Mansoura – Egypt
Tel:-01128256150**

31st August 2014

To Whom It May Concern:

This letter is to verify the employment of Mr. Eslam Shaaban Abou Shoeib who worked for Al Majd Company for Home, Electrical Equipment and spare parts as an Accountant from March 2014 until August 2014. He was a full-time employee working 48 hour per week. We found him honest, dedicated, hardworking and well-behaved during his working period with us. He was proficient with Microsoft Office , QuickBooks and computer skills.

We wish him every success in life.

Sincerely,




**Mr.Ahmed Al Majd
Executive Manager**



شركة كلاس العالمية للحلويات

KALLAS INTERNATIONAL .CO
Sweets Fabrication

Egypt - Ismailya - Kantara Shark - Industrial Area
Factory / Tel: (002) 064- 3750913-14-15
Fax: (002)064- 3750912

التاريخ ٢٠١٣/١٢/١٠ م

شهادة خبرة

تشهد شركة / كلاس العالمية للحلويات

أن السيد / اسلام شعبان ابو شعيب

يعمل لديها بوظيفة محاسب بفرع المنصورة بداية من ١ / ٨ / ٢٠١٢ م

حتى ٣١ / ١٢ / ٢٠١٣ م ثم بعد ذلك محاسب لفرع المنيا

بداية من ١ / ١ / ٢٠١٣ م حتى تاريخه وقد تميز بحسن السير والسلوك
والأمانه و الجدية فى العمل وعلاقته الجيدة بزملاؤه وإطاعته لرؤسائه .

وقد تميز بالكفاءة والدراية الكاملة بكافة الأمور المحاسبية من قيود
وتسويات وكذلك عمل كافة القوائم المحاسبية وكذلك التعامل مع الدورة
المحاسبية من خلال الحاسب الآلى على برامج الشركة وبرامج (Excel -
word - QB) .

ولا توجد له أى مستحقات لدى الشركة .

وقد أعطيت له هذه الشهادة لمن يهمة الأمر ودون أدنى مسئولية على الشركة،،،

شركة كلاس العالمية للحلويات



08/19/2017

eslam abou shoeib

has successfully completed

Financial Accounting Fundamentals

an online non-credit course authorized by University of Virginia and offered through Coursera

A handwritten signature in black ink that reads "Luann J. Lynch".

Luann J. Lynch
Almand R. Coleman Professor of Business Administration
Darden School of Business
University of Virginia

COURSE
CERTIFICATE



Verify at coursera.org/verify/65NQAB2EAQY2
Coursera has confirmed the identity of this individual and their participation in the course.



08/01/2017

eslam abou shoeib

has successfully completed

Construction Cost Estimating and Cost Control

an online non-credit course authorized by Columbia University and offered through
Coursera



Ibrahim Odeh
Department of Civil Engineering and Engineering Mechanics
Columbia University

**COURSE
CERTIFICATE**



Verify at coursera.org/verify/4A7SZH6PKNJY
Coursera has confirmed the identity of this individual and
their participation in the course.



08/18/2017

eslam abou shoeib

has successfully completed

Coursera Mentor Community and Training Course

an online non-credit course authorized by Coursera Community Team and offered through Coursera

Claire Smith
Community Manager
Coursera Mentor Program

COURSE
CERTIFICATE



Verify at coursera.org/verify/ZRBPJBZBLJNL
Coursera has confirmed the identity of this individual and their participation in the course.

شهادة
إتمام
مسابق

تم منح شهادة إتمام المساق هذه إلى:

Eslam Shaaban Abou Shoeib

لإتمام المساق التالي بنجاح:

مبادئ إدارة الموارد البشرية

مسابق مدته ثلاثة أسابيع حول المبادئ الأساسية لإدارة الموارد البشرية في شركات العصر الحديث. غطى المساق كيفية تخطيط وتصميم الوظائف، و أفضل الممارسات لتوظيف وتدريب و تطوير الموظفين للاستفادة من كامل إمكاناتهم



بيت.كوم

تم طرح هذا المساق من قبل إدراك وتحت إشراف فريق من الأكاديميين الذين أشرفوا على تعليم وإدارة النقاش وتقييم الأجوبة والامتحانات.

شهادة
إتمام
مساق

تم منح شهادة إتمام المساق هذه إلى:

Eslam Shaaban Abou Shoeib

لإتمام المساق التالي بنجاح:

من فكرة الى شركة: مقدمة في ريادة الأعمال

يقدم هذا المساق عملية بناء شركة ريادية ناشئة من خلال تقييم وتطوير الأفكار، وتصميم نموذج العمل، ودراسة السوق والعملاء، وكذلك تمويل وإدارة الشركة خلال مراحل النمو المختلفة، وذلك من خلال المواد العلمية والعملية وكذلك دراسة قصص العديد من رواد الاعمال العرب.



د. أيمن إسماعيل، أستاذ كرسي عبد اللطيف جميل لريادة الأعمال بكلية إدارة الأعمال بالجامعة الأمريكية بالقاهرة

تم طرح هذا المساق من قبل إدراك وتحت إشراف فريق من الأكاديميين الذين أشرفوا على تعليم وإدارة النقاش وتقييم الأجوبة والامتحانات.



ICDL
International Computer
Driving Licence

ICDL Certificate

This is to certify that

Eslam Shaban Aboshieb Shaban

has successfully passed all modules required for the granting of the
International Computer Driving Licence
Syllabus Version:

4.0

Samia Mashaly

Endorsed by Ministry of Communications
and Information Technology - Egypt

11/11/2012

Date

EGY000470613

Serial Number



Certificate of completion

ESLAM SHAABAN



has successfully completed the **HP LIFE e-Learning**
course on “**Basics of finance**”

Through this self-paced online course, totaling approximately 1 Contact Hour, the above participant actively engaged in an exploration of how to categorize different types of expenses, calculate the break-even point of a business, and use a spreadsheet to make calculations easier.

Presented 2017-08-05

A handwritten signature in black ink that reads 'Nate Hurst'.

Nate Hurst
Sustainability Innovation Officer
HP Inc.

hplife.edcastcloud.com/verify/Y7RppiWD

Certificate of completion

ESLAM SHAABAN



has successfully completed the **HP LIFE e-Learning**
course on “**Profit and loss**”

Through this self-paced online course, totaling approximately 1 Contact Hour, the above participant actively engaged in an exploration of how to find hidden expenses in the participant's business and how to create and customize a profit and loss statement.

Presented 2017-08-05

A handwritten signature in black ink that reads 'Nate Hurst'.

Nate Hurst
Sustainability Innovation Officer
HP Inc.

hplife.edcastcloud.com/verify/RmOuNrcb

Certificate of completion

ESLAM SHAABAN



has successfully completed the **HP LIFE e-Learning**
course on “**Cash flow**”

Through this self-paced online course, totaling approximately 1 Contact Hour, the above participant actively engaged in an exploration of how to manage cash flow and utilize cash flow projections in their business and how to use spreadsheet software to format cells and modify worksheet tabs.

Presented 2017-08-05

A handwritten signature in black ink that reads 'Nate Hurst'.

Nate Hurst
Sustainability Innovation Officer
HP Inc.

hplife.edcastcloud.com/verify/WsAxGTco

Certificate of completion

ESLAM SHAABAN



has successfully completed the **HP LIFE e-Learning**
course on “**Business email**”

Through this asynchronous online course, totaling approximately 1 Contact Hour, the above participant actively engaged in an exploration of basic email concepts, such as writing a professional email, the basic elements of an email, how to address an email, how to attach a file to an email, and how to create an email signature.

Presented 2017-08-05

A handwritten signature in black ink that reads 'Nate Hurst'.

Nate Hurst
Sustainability Innovation Officer
HP Inc.

hplife.edcastcloud.com/verify/cg9hZs2K

Certificate of Completion

Eslam Shaaban Abou Shoeib

QuickBooks Pro 2017 Essential Training

Updated: 04/2017 • Completed: 07/2017 • 4h 13m

Certificate No: FC90B48095764BD0B95C4FA4036247F5



Certificate of Completion

Eslam Shaaban Abou Shoeib

QuickBooks Payroll Essential Training

Updated: 04/2017 • Completed: 06/2017 • 1h 28m

Certificate No: 0D0666516A3B4A0A8713E70FC1C49DF6



Certificate of Completion

Eslam shaaban

Project Management Simplified

Updated: 06/2017 • Completed: 06/2017 • 1h 19m



Certificate No: F99635BC1353460BAC9918CC27EE81A1
PDU's : 1.25 • PMI® Registered Education Provider #4101



Certificate of Completion

Eslam Shaaban Abou Shoeib

Acrobat DC: Creating Forms

Updated: 04/2017 • Completed: 06/2017 • 1h 36m

Certificate No: BBEA3A35E2A342FF99D97B5A7D99508F



Certificate of Completion

Eslam Shaaban Abou Shoeib

5 Personal Finance Tips

Updated: 04/2017 • Completed: 06/2017 • 9m 18s

Certificate No: 67F7B05BF2754A0F83943FAAAE4E40B4

