

Holds a Bachelor in Business Administration (Accounting and Finance) and has about 1 year experience working as Accountant.

## **PERSONAL DATA**

Nationality : Egyptian  
Birth Date : 15/02/1996  
Gender : Female  
Marital Status : Single  
Residence : Heliopolis, Cairo

## **EDUCATION**

: Bachelor in Business Administration (Accounting and Finance), Arab Academy for Science, Technology & Maritime Transport (AAST), 2019  
: Secondary Education: Heliopolis Modern Language School, 2014

## **LANGUAGES**

Arabic : Native Language  
English : Fluent  
French : Fair

## **COMPUTER SKILLS**

: Windows, MS Office (Word, Excel, Power Point), Internet  
: GnuCash  
: Odo

## **TRAINING COURSES AND CERTIFICATIONS**

: Training in KPMG Hazem Hassan Public Accountants & Consultants (2018).  
: English course, British University of Egypt (BUE) (2014).  
: English course, British Council (2015).  
: English course, British Council (2016).

## **CHRONOLOGICAL EXPERIENCE RECORD**

**Dates** : From Mar. 2019 till now  
**Employer** : Firnas Shuman  
**Job title** : Junior Accountant (Financial Department)

- Job Description** :
- Prepare asset, liability and capital account entries by compiling and analyzing account information.
  - Document financial transactions by entering account information.
  - Prepare payments by verifying documentation, and requesting disbursements.
  - Recommend financial actions by analyzing accounting options.
  - Maintain accounting controls by preparing and recommending policies and procedures.
  - Prepare and Submit day to day transactions.
  - Prepare the monthly VAT and Bank reconciliation.