

Holds a Bachelor of Commerce and has over 4 years hands-on experience working as Accountant, Admin and HR.

PERSONAL DATA

Nationality : Egyptian
Birth Date : 06/05/1993
Gender : Female
Marital Status : Married
Residence : Nasr City, Cairo

EDUCATION

: Bachelor of Commerce, Helwan University, 2015
: Secondary Education: Saint Mary Language School, Cairo, 2011

LANGUAGES

Arabic : Native Language
English : Excellent
French : Fair

COMPUTER SKILLS

: Windows, MS Office (Word, Excel, Power Point), Internet
: Nav Dynamics

TRAINING COURSES AND CERTIFICATIONS

: Summer training at United Arab Bank (Operation department), Cairo (2014).

CHRONOLOGICAL EXPERIENCE RECORD

Dates : From Oct. 2019 till now
Employer : Egypt Excursions Online
Job title : Accountant / HR
Job Description :

- Carry out daily and monthly reporting for profit & loss.
- Preparing and revising Agents and Suppliers' invoices.
- Manage the induction process for all new employees.
- Responsible for employees payroll, contracts and assessment.
- Balancing petty cash.

Dates : From Mar. 2016 till Jun. 2018

Employer : Global Maritime Consultancy, Egypt

Job title : Junior Accountant / Administrator

Job Description :

- Prepare the cost report and progress reporting on all projects.
- Raising invoices for each project, involving retrieving timesheet and expense data from Intranet and collating into the spreadsheet format required by the client.
- Ensuring contractor's/suppliers invoices and staff costing data are correct and received in a timely manner.
- Monitoring of Project work in progress and liaison with Managers in respect to expediting invoicing.
- Administration of project status in conjunction with the UK Finance Department.
- Document management/control.
- Carry out weekly and monthly reporting for chargeability, profit & loss etc.
- Balance and maintain petty cash and submit to London Finance.
- In conjunction with the HR Department, and in accordance with the company manage the induction process for all new employees and manage the staff training folders.
- Prepare contracts and tenders.
- Prepare employees' leave and attendance sheet and calculate their salaries.