

Holds a Bachelor in Commerce (Accounting) and has more than 5 years experience working as Accountant.

## **PERSONAL DATA**

Nationality : Egyptian  
Birth Date : 12/12/1993  
Gender : Female  
Marital Status : Single  
Residence : Giza, Cairo

## **EDUCATION**

: Bachelor in Commerce (Accounting), Cairo University, 2016

## **LANGUAGES**

Arabic : Native Language  
English : Good

## **COMPUTER SKILLS**

: Windows, MS Office, Internet

## **TRAINING COURSES AND CERTIFICATIONS**

: Electronic Accounting course.  
: Microsoft ICDL 4 (Word, Excel, Access, Power Point).  
: Sales and Marketing course.  
: Accounting Excel - Word Session.  
: SoftMagic & Reital Pro9.  
: Training Practical Accounting, Arab Contractors.  
: Training Practical Accounting, Egyptian Natural Gas Company GASCO.  
: Training Practical Accounting, Petroleum Gas.  
: Training Practical Accounting, QNB Group.

## **CHRONOLOGICAL EXPERIENCE RECORD**

**Dates** : From Feb. 2017 till now  
**Employer** : Pinky Lollypop Co. – Cairo

- Job title** : Accountant
- Job Description** :
  - Cash transactions: issuing and recording payments (cash / bank transfers).
  - AP & AP transactions:
    - Accounts payable transactions recording and reporting.
    - Petty cash issuance and settlement.
  - Closing period tasks: creating the income statement at the closing of the financial periods.
- Dates** : From Jan. 2016 till Feb. 2017
- Employer** : Al Tabarak for Engineering & Contracting
- Job title** : Accountant
- Job Description** :
  - Reviewing and creating the assay to preparing for the bidding.
  - Comparing between the current assays and the old ones as a prices and quantities.
  - Submitting the assays to the relevant departments to complete the bid.
  - Preparing the company history to be submitted in the files with the bid.