

Holds a Bachelor of Commerce (Accounting) and has over 13 years experience working as Accountant.

PERSONAL DATA

Nationality : Egyptian
Birth Date : 05/12/1988
Gender : Female
Marital Status : Married
Residence : Cairo

EDUCATION

: Bachelor of Commerce (Accounting), Cairo University, 2009

LANGUAGES

Arabic : Native Language
English : Very Good

COMPUTER SKILLS

: Windows, MS Office, Internet
: Accounting Excel Tables
: Sap Financial Supper User

TRAINING COURSES AND CERTIFICATIONS

- : International Certificate (ICDL) Computer Diploma from Cairo University.
- : English language Course from Cairo University.
- : Junior Accountant Trainee at the Union National Bank (2009):
 - Reconcile various bank accounts by compiling and balancing financial information.
 - Maintain accounting records of subsidiary branches using balance sheet analysis and general ledger accounts.
 - Help secure sensitive financial data by assisting another team member with database creation and maintenance Correct accounting errors and posted journal entry adjustments.
- : Junior Accountant Trainee at the Banque du Caire (2008):
 - Prepare fixed asset depreciation and accruals.
 - Expand knowledge base by participating in educational programs and reading accounting publications.

- Complete other accounting tasks as needed.

CHRONOLOGICAL EXPERIENCE RECORD

- Dates** : From Jan. 2022 till now
- Employer** : El-Soadaa Group
- Job title** : Chief Accountant
- Job Description** :
- Monitor and record financial transactions according to company policies and regulations.
 - Provide guidance to other Accountants when needed.
 - Review and recommend changes to existing accounting procedures.
 - Monitor and record financial transactions according to company policies and regulations.
 - Preparing monthly Adjusting Entries (Cash Payments & Cash Receive & Monitoring All Accounts Payables).
 - Verify, allocate, post and reconcile GL and assets.
 - Produce error-free accounting reports of profit/loss and cost, present their results.
 - Analyze financial information and summarize financial status.
 - Spot errors and suggest ways to improve efficiency and spending.
 - Participate in financial standards setting and in forecast process.
 - Provide input into department's goal setting process.
 - Prepare financial statements and produce budget according to schedule.
 - Assist with tax audits and tax returns.
 - Direct internal and external audits to ensure compliance.
 - Support month-end and year-end close process.
 - Revising subcontractors' invoices.
 - Analyzing subcontractors' accounts.
- Dates** : From Jan. 2010 till Jan. 2022
- Employer** : Talaat Mustafa Group Holding
- Job title** : Senior Accountant
- Job Description** :
- Daily Journal Entries.
 - Entry Documents Accounts on Sap System.
 - Entry purchases orders and Assets.
 - Respond to accounting inquiries from management in a timely fashion.
 - Preparing Daily Adjusting Entries (Cash Payments & Cash Receive & Monitoring All Accounts Payables).
 - Perform financial analysis and reporting to management as needed.
 - Coordinate with the finance team to complete assigned accounting tasks within deadlines.
 - Generate financial reports and statements to Managers for review.
 - Analyze financial discrepancies and recommended effective resolution.
 - Respond to accounting inquiries from management in a timely fashion.
 - Assist in budget preparation and expense management activities for assigned accounts.
 - Monitor and record financial transactions according to company policies and regulations.
 - Review and recommend changes to existing accounting procedures.

- Achievement: SAP ERP system for accounting from A to Z was implemented at Talaat Moustafa Group.