

Holds a B. Sc. in Commerce (Accounting) and has over 7 years' experience working as Accountant and Auditor.

PERSONAL DATA

Nationality : Egyptian
Birth Date : 29/05/1992
Gender : Female
Marital Status : Married
Residence : Nasr City, Cairo

EDUCATION

: B. Sc. in Commerce (Accounting), English Section, Ain Shams University, 2013

LANGUAGES

Arabic : Native Language
English : Very Good
French : Basics

COMPUTER SKILLS

: Windows, MS Office, Internet
: ERP

TRAINING COURSES AND CERTIFICATIONS

: Customer Service (2009).

CHRONOLOGICAL EXPERIENCE RECORD

Dates : From Jan. 2020 till Dec. 2020
Employer : Abdelkader Fahmy Hospital
Job title : Accounting Manager
Job Description :

- Coordinate and complete annual audits.
- Preparing financial reports.
- Plan, improve system of the work and solve problems.
- Check and analyze data daily and perform the financial audits.
- Manage cash receipts and follow up the treasury and the stock.
- Train and manage accountants.

- Manage payrolls, budget.

Dates : From Jun. 2019 till Jan. 2020
Employer : Abdelkader Fahmy Hospital
Job title : Senior Accountant & Payroll Specialist
Job Description :

- Responsible for Banking Accounts.
- Preparing financial reports.
- Responsible for salaries, salaries taxes.
- Adding incentives.
- Evaluating the performance of the employees.
- Engage in solving problems.
- Preparing periodic payroll reports.
- Calculating bonuses, deductions and annual increments.
- Keep track of hour rates, wages.
- Responsible for salary changes.

Dates : From Sep. 2017 till Jan. 2020
Employer : Abdelkader Fahmy Hospital
Job title : Banking & Accounts Payable Accountant
Job Description :

- Responsible for Banking Accounts.
- Following Accounts payable for vendors.
- Following Divisions Revenues.
- Responsible for monthly Salaries increments.
- Responsible for monthly Salaries taxes.
- Set the pricing items list.
- Won Twice Employee of the Division.

Dates : From Oct. 2016 till Jan. 2017
Employer : Canstars for security
Job title : Auditor (Specific task)
Job Description :

- Lead the Audit procedures for the firm.
- Follow the custodies and its consumptions.

Dates : From Apr. 2015 till Oct. 2016
Employer : Aqua International Technology for water treatment systems
Job title : Internal Auditor
Job Description :

- Set plan to achieve the company targets in respect of efficiency.
- Follow up the performance of Customer Service team.
- Audit data and prepare financial statements.
- Attend meetings to engage in company decisions and motivate my team.

Dates : From May 2014 till Mar. 2015
Employer : Hafez Sharaf El-Deen Chartered Accountants, Cairo
Job title : Accountant & Auditor
Job Description :

- Set the internal audit for customers before forming budget.
- Set the External audit / Outdoor for customers.
- Train new comers and audit their work.

- Set the plan to achieve monthly counting for customers.
- Prepare financial statements for more than 25 company.
- Lead accounting sector and follow up colleagues' time sheet.

Dates : From Jul. 2013 till Apr. 2014

Employer : Best Way Travel Company

Job title : Accountant

Job Description :

- Collect, analyze data and filing documents.
- Prepare financial entries and prepare reports.