

Holds a Bachelor in Commerce (Accounting) and has over 9 years hands-on experience working as Accountant.

## **PERSONAL DATA**

Nationality : Egyptian  
Birth Date : 10/09/1988  
Gender : Female  
Residence : Nasr City, Cairo

## **EDUCATION**

: Bachelor in Commerce (Accounting), Al-Azhar University

## **LANGUAGES**

Arabic : Native Language  
English : Good

## **COMPUTER SKILLS**

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

## **TRAINING COURSES AND CERTIFICATIONS**

: ICDL (INTERNATIONAL COMPUTER DRIVING LICENSE).  
: COMMUNICATION SKILLS.  
: INTERPERSONAL SKILLS.  
: LEADERSHIP.  
: CUSTOMER SERVICE.  
: MARKETING.

## **CHRONOLOGICAL EXPERIENCE RECORD**

**Dates** : From Nov. 2016 till now  
**Employer** : Agyad Multi Projects  
**Job title** : Accountant

**Dates** : From Nov. 2011 till Mar. 2013  
**Employer** : Omega Line Egypt  
**Job title** : Accountant and Sales Indoor

**Dates** : From May 2011 till Sep. 2011  
**Employer** : BDR  
**Job title** : Accountant

**Dates** : From Jun. 2009 till Dec. 2010  
**Employer** : Fay  
**Job title** : Accountant and Managing orders

**Field of experience** :

- Assisted with accounts payable.
- Follow up with client payment and communicate with them.
- Perform general ledger accounting.
- Organize checks and deposits.
- Training and preparing action plans for new comers.
- Handling customer's inquiries and complaints.
- Communicate effectively with other departments in order to provide the required customer service standards.
- Develop monthly statements.
- Handle customers and collect their monthly installments.