

Holds a Bachelor in Commerce (Accounting Dept.) and has over 9 years hands-on experience, including 3 years working as Accountant, 1 year as Office Manager and 5 years as Import Specialist.

PERSONAL DATA

Nationality : Egyptian
Birth Date : 31/10/1985
Gender : Female
Marital Status : Single
Residence : Heliopolis, Cairo

EDUCATION

: Bachelor in Commerce (Accounting Dept.), Ain Shams University, 2006

LANGUAGES

Arabic : Native Language
English : Excellent

COMPUTER SKILLS

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

TRAINING COURSES AND CERTIFICATIONS

- : Foundation Certificate in Human Resources from the A.U.C. (Subjects: Recruiting, O. B, Labor Law, Compensation & Benefits).
- : Career Certificate in Human Resources from the A.U.C. (Subjects: Talent Management, Performance Management, Strategic HR).
- : English Course at Future Library.
- : Microsoft Office Package course.
- : English course at the A.U.C.
- : Two months training in Accounting Office.
- : English Course (conversation) at MODLI.
- : Attend two sessions about HR at Bright Minds.
- : HR Diploma at the AUC.

CHRONOLOGICAL EXPERIENCE RECORD

Dates : From Oct. 2012 till now
Employer : Artex

Job title : Import Specialist
Job Description :

- Making purchase orders and follow up with supplier at Britain.
- Daily correspondence & mails with supplier for shipments details.
- Handling shipment requirements which include destination, time & price of the Spare Parts (some times E-mail negotiation).
- Follow up shipments until it reach to its destination.
- Issue shipment invoices, authorized receivers & deliver them to the clients.
- Handling the Stock of the Spare Parts & update it with new Parcels.
- Auditing the clearance and freight invoices to be sent to the financial department.
- Manage and Record Data of client accounts, invoices, references of the Spare Parts & stock documents in hard copy and electronic filing systems.
- Responsible for marketing a new textile machine brand (Rius).

Dates : From Jan. 2012 till Oct. 2012

Employer : Spider Maintenance

Job title : Office Manager

Job Description :

- Responsible of organizing and coordinating office operations and procedures to ensure organizational effectiveness and efficiency.
- Maintain office records, Design filing systems, Ensure filing systems are maintained and up to date.
- Supervise office staff, Assign and monitor clerical and secretarial functions, Recruit and select office staff.
- Delegate and manage other administrative/clerical personnel as needed.
- Preparing some research, meeting requirements, taking minutes and following up on actions.
- Manage and maintain business and personal files, contacts and documents in hard copy and electronic filing systems.
- Calendar management, including appointments, meetings & deadlines.
- Handling Marketing: including preparing Price offers & new contracts, building Database for clients following up with them, finally presenting inclusive reports quarterly.
- Undertake any other duties as requested by the CEO.

Dates : From Apr. 2010 till Nov. 2010

Employer : Prime Cargo Egypt

Job title : Accountant

Job Description :

- Prepare journal entries.
- Making monthly Bank Reconciliation for local and foreign currency account.
- Controlling the transactions of notes receivable and notes payable.
- Making Invoices for shipments.
- Making Wages entry for each month.
- Daily contact with our Agents & Branches abroad.

Dates : From Apr. 2008 till Mar. 2010

Employer : Egypt Post Administration

- Job title** : Payroll Accountant
- Job Description** :
- Creating Payroll of the employees (Containing the basic salary plus allowances, bounces, rewards, incentive, Insurance, deduction of taxes, calculating Pension & Absence).
 - Responding to employee's phone calls & inquires.
 - Acting with the employees & their requirements like salary items, credit of some commodities, loans from Banks etc...
 - Calculating the Net Income for each employee.
 - Submit an end year Report for employee's record for HR Department.