

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.