



-  Egyptian
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## PROFILE

- Preparing and preparing financial reports and analyzing financial data
- Collection and analysis of financial and accounting data
- Documenting movements, financial records, purchases and sales movements
- Preparing the necessary reports, lists, financial schedules and accounting books on a regular basis
- Prepare the audit balance every month

## EDUCATION

2016 → 2020 Bachelor's degree in Accounting  
**Banha University**

## WORK EXPERIENCE

2018 → 2021 • Follow up on customers' affairs and receive purchase orders  
**Nile Stock**  
 Accounting • Follow up the daily sales and make a daily sales report  
• Doing a periodic inventory of sales and settling the deficit  
• Preparing the financial statements and making a trial balance

## PERSONAL SKILLS

- ✓ Networking, negotiating, and problem-solving skills
- ✓ Able to work on my initiative or as part of a team
- ✓ Excellent conceptual and analytical skills
- ✓ Managing tasks and problem-solving skills
- ✓ Detail oriented, strong organization and a high degree of accuracy
- ✓ Analysis and Decision-Making skills

## SOFTWARESKILLS

Microsoft Power Point ■ ■ ■ ■ ■ □  
 Microsoft Word ■ ■ ■ ■ ■ □  
 Microsoft excel ■ ■ ■ ■ ■ □

## LANGUAGES

English ● ● ● ● ○ ○  
 Arabic ● ● ● ● ● ●

## HOBBIES

- Swimming
- Football
- Reading

