

GHADA ABDELFATAH MOHAMED

+201281140947 |
ghadaabdefattah90@gmail.com

PERSONAL DETAILS

- Date of Birth : 25/3/1990
- Marital Status : Married
- Nationality : Egyptian

OBJECTIVE

Holds a Bachelor of Commerce, Accounting Division. I worked for two years in the field of customs clearance as an accountant, I have been working as a Tax Officer in the Egyptian Tax Authority for ten years until now. I am familiar with all income tax and value-added taxes laws in Egypt and the Arab countries. I obtained a Qualified Accountant Diploma, Microsoft office specialist certificate, and Accounting Excel certificate.

EDUCATION

- **Alexandria University (Commercial college).**
2014
Bachelor.
Accounting division.
- **Commercial Technical Institute, Alexandria University.**
2009
Associate Degree.
Accounting division.

EXPERIENCE

- **Customs clearance office**
2011 - 2012
Accountant
- **Egyptian Tax Authority.**
2013 - Until now
Tax Officer

TRAINING & COURSES

- **Qualified Accountant Diploma (Q.A.D).**
- **Microsoft Office Specialist (M.O.S).**
- **Accounting Excel.**
- **International Computer Driving License (ICDL).**

SKILLS

- Microsoft office (Word, Excel, Power point, Access, Outlook).
- Time management, team work.
- Communication skills.
- Customer service skills.
- Problem solving and dealing with work pressure.
- Flexibility and Responsibility.
- Problem Solving.

LANGUAGES

- Arabic : Native language.
- English: Good.

INTERESTS

- Reading.
- Swimming.
- Make Accessories.
- Play Chess.
- Volunteer Activities