

Mysra Medhat Anwar Mohammed Ali

Contact Info.

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Personal Info.

Date of Birth: 4/4/1995

Graduate Status: Graduate with a Bachelor's Degree

Marital Status: Married

Objective:

Seeking an opportunity in a well-known company to start my career.

Teamwork and innovative solutions is a key ingredient in any well developed employee, and this is why I am seeking this opportunity to develop myself in these areas.

Education:

- Omar Ibn El Khattab Experimental Language School: Graduated (2013-2014).

- Al Madina Academy - Faculty of commerce – Graduated (2019-2020).

- Major: Accounting

Working Experience:

- Accountant at "consultancy home Financial & Legal (Sep 2019-till now)

- **Responsibilities:**

- Works primarily on own with some supervision from Accounting supervisor or manager.
- Prepare and process journal vouchers that comply with accounting standards.
- Prepare analysis of accounts as requested.
- Reconcile and maintain balance sheet accounts.
- Reviewing invoices and calculating taxes for them.
- Reviewing, calculating withholding Tax and issuing the Withholding Tax form.
- Filing and organizing invoices and papers.

- Preparing all kinds of tax statements such as (corporate tax - salary tax - stamp tax - withholding tax) and preparing all kinds of tax inspections such as (payroll tax - income tax).

- **Ahmed Awad Accounting Office:** from August 1, 2018 to April 1, 2019.

Training:

-**Sugar Integrated and Industrial Company:** from August 1, 2016 to August 31, 2016.

-**Sugar Integrated and Industrial Company:** from August 1, 2017 to August 31, 2017.

- **Mohamed Abdel Raouff Accounting Office:** from March 21, 2019 to April 20, 2019.

Courses:

-**English Course:** from August 1, 2018 to December 31, 2018.

-**Professional Financial Accountant (PFA):** from March 21, 2019 to April 20, 2019.

- **MS Excel for Accounting:** from February 20, 2019 to March 31, 2019.

- **ICDL V5:** from February 20, 2019 to March 31, 2019.

- **E-Accounting Diploma:** from February 20, 2019 to March 31, 2019.

-**Soft Skills:** from February 20, 2019 to March 31, 2019.

Acquired Skills:

-Computer Skills:

- | | |
|---------------------------------|---------------------|
| - Internet | - Microsoft Office |
| -Communication Skills | -Negotiation Skills |
| -Problem-solving Skills | -Team Management |
| -Ability to work under pressure | |

Languages:

- **Arabic:** Native language
- **English:** Very Good (Reading and Writing)