



# Mai Ahmed Nagy ElKassabgi

Administrative / Accountant

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## Summary

**Accountant:** The management accountant performs the work of costing and budgeting, initiating costing and scheduling, space ... important business by presenting financial statements.

The management decision-making process including business growth and long-term success.

**Administrative:** Under general supervision, coordinates, oversees, and/or performs a wide variety of administrative support activities for an academic dean. Assignments may be confidential in nature. Provides and coordinates staff and office support. Coordinates special events. May serve on a variety of academic committees in a support capacity.

## Work experience

**2016 –Till  
Now**

### **Executive Assistant, Dean's Office Pharos University In Alexandria**

1- Provides research and analysis to prepare briefing materials for the Dean. Manages Multiple tasks with competing deadlines.

2- Responds to routine & non-routine inquiries Regarding law school and campus operations, policies and procedures. Forwards Situations and issues presented by staff, faculty and external constituents to appropriate Staff members for resolution.

3- Provides administrative and technical assistance on a wide range of special projects as Assigned by Dean and Chief of Staff.

4- Makes high-level contacts of a sensitive nature regarding routine & non-routine issues

Internally and externally requiring a high degree of discretion and diplomacy and time

Sensitivity. Understands the program goals and priorities of the executive, in order to

Prioritize issues according to urgency.

3- Directs the daily administrative operations of the Dean's o functions as a work leader

to direct and oversee assignments for the Dean's office  
receptionist and work study  
student assistants.

4- Functions as a gatekeeper to assure prioritization of the Dean's time. Responds to a wide variety of inquiries from faculty and staff.

5- Uses multiple computer applications to support key administrative functions. Manages the Dean's task list and follow up activities to assure timely completion of projects.

6- Shares primary responsibility for managing and scheduling the Dean's calendar with the other Executive Assistant.

7- Including management of Dean's schedule and all travel – includes 350+

Appointments per month and travel between 2-4 times per month.

8- Collects and prepares information for use in discussions, meetings of executive management and external individuals.

9- Drafts briefing documents for the Dean as well as correspondence and works on other Communications projects. Develops and manages a database of contacts, initiatives and Assignments. Records minutes or notes of meetings as required.

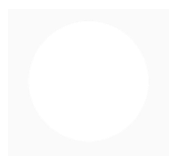
10- Functions as a resource to lower level staff; provides coaching and training to ensure Situations and issues are appropriately managed as well as forwarded to appropriate staff Members for resolution.

## 4-2014 - 7-2016

### Factory Manager

#### Gebril Factory

- Developing and implementing innovative strategies to streamline factory operations.
- Screening, recruiting and training new factory workers.
- Collaborating with quality control managers to establish and execute quality control processes.
- Ensuring that factory machinery is in good working order.
- Analyzing production data to identify and resolve any production issues.
- Preparing production reports and submitting them to key decision-makers.
- Regularly inspecting finished products to determine whether they meet established quality standards.
- Motivating factory workers to continually achieve factory Targets.



**9-2011 - 9-2012**

**Accountant**  
**Advanced Chemical Industries**

Complying with all company, local, state, and federal accounting and financial regulations.  
Compiling, analyzing, and reporting financial data.

Creating periodic reports, such as balance sheets, profit & loss statements, etc.

Presenting data to managers, investors, and other entities.

- Maintaining accurate financial records.
- Performing audits and resolving discrepancies.
- Computing taxes.
- Keeping informed about current legislation relating to finance and accounting.
- Assisting management in the decision-making process by preparing budgets and financial forecasts.

## Education

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**9-2007 - 6-2011**

**Alexandria University Faculty of Commerce**

- General appreciation in the fourth year at the Faculty of Commerce, Alexandria University,
- Grade Good.

**2010 - 2011**

**Commercial Excel Course**

**Alexandria University Faculty of Commerce**

The course covers principles of data collection and analysis, building functional spreadsheets, Excel tools, and macros. Emphasis is placed on practicality; tutorials use the framework of a business case to illustrate the real-world application of course content.

**2011 – 2012**

**English Accountant**

**Alexandria University Faculty of Commerce**

**QAD | Qualified Accountant Diploma**

**9-2011 - 9-2012**

**EAAC Group**

Is designed for accountants who have more than 2 years of experience in accounting field and those who wish to work at executive and managerial levels.

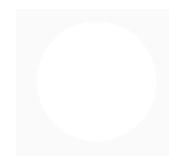
Part I: Preparation and Measurement of the Finance statements

Part II: Cash Flow Management

Part III: Cost Accounting

Part IV: Income Tax

Part V: Trade Finance



## Skills

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CPA: Accounting

Bookkeeping: Accounting

Reporting: Financial  
Statements

Accounting: Financial  
Statements

Internal Audit: Financial  
Statements

## Volunteer

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Resala Association

In addition, I got many certificates of appreciation from the Association Resala

## Languages

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Arabic  
English

## Cortication's

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Transportation And Logistics

QAD | Qualified Accountant Diploma

ICDL

English Accountant

Commercial Excel Course

## Hobbies & interests

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- ♦ Reading.
- ♦ Survey on Internet.
- ♦ Practicing Sport.

All original documents are ready for submission at your request.

