

Asmaa Ali Fawzy Mohamed

Personal Data:

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Objective:

- I am looking for a challenging career in are put able a company where my academic background and interpersonal skills are well developed and utilized. I appreciate working in team work, having the attitude of learning, ready to work under pressure and I want to be innovative in my career. That let me develop myself through gain experience and contribute in make it becomes as a leader of its industry.

Education:

- May 2013 BSc, Accounting & Business Administration, Cairo University
- Major: Accounting
- Overall Grade: Good

Experience:

- **Mamar (painting store) accounting from 1/10/2015 to30/9/2018 .**

Recording invoices on an accounting program "ORGA SOFT "
Reviewing the accounts of suppliers and customers
Responsible for the movement of the treasury
Making a monthly inventory

- **Almasa real estate investment company Secretary from 1/12/2014 to 30/8/2015 .**

Answering phones
Greet persons entering the company
Hear and resolve complaints from customers
Schedule appointments and maintain and update appointment calendars.

- **Doctors clinic from 2009 to 2012 .**

Receiving patients
Answering phones
Organization of patients

courses:

- From 19/1/2013 to 5 / 3 / 2013
Computerized Accounting in the Academy of Expert
- From 1 / 9 / 2012 to 1 /11 / 2012
English course at **IBA** (International British Institute) in Cairo.
- From 1/7/2012 to 19 / 7 / 2012
Training As An Accountant at **GASCO (Egyptian Natural Gas Company)**
- Participated in in **SMS** 2013 (Stock Market Simulation)
 - Made presentation about stock market in a team, my team ranked as the best team .
 - Active team member

Skills:

- **Computer Skills:**

Microsoft Office: Excellent

- **Languages Skills:**

Arabic: Fluent

English: good.