

Mona Tarek Mostafa Elgindy

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Objective

- A hard worker seeking a challenging and rewarding career in an organization or a company, where my interpersonal, leadership and analytical skills can be fully utilized and further strengthened and also where my background as well as my communication skills can be effectively and efficiently used in the work field.

Education

- B.Sc. in Accounting Ain Shams University – Faculty of Commerce
- Graduated in : 2008
- Grade: Good
- Consider the first year of diploma in financial accounting at the faculty of commerce Ain Shams University
- Accounting Diploma (computerizing account) Sep 2012

Computer skills

- Win XP, Microsoft Office, internet skills.
- ICDL 2003

Specials skills

- Ability to communicate with others.
- Fast Learner and Self motivated.
- Ability to work with groups.

Languages

- Arabic: Mother Tongue.
- English: Fluent written and spoken.
- French: Fair
- English Course At The Institute of Languages Of The Armed Force

Other Course

Soft skills course

From (Ain shams university faculty of commerce)

- Effective communication
- Problem Solving
- Negotiation
- Team building
- Business report writing
- Time management
- Presentation

Personal information

- Nationality : Egyptian
- Gender : Female
- Date of Birth : October 15th, 1986
- University certificate : Ain shams university faculty of commerce
- Marital status : Single
- E-mail : monselgindy@gmail.com
- Telephone : + (202)01098833798

Experiences

- Accountant in Bsafety' group co. (for import & export industrial safety equipments) from 15/5/2009 till now

Hobbies

- Reading and Drawing
- Good Team Work

***Seeking to join your staff
All references are furnished upon request...***