

# Heba Magdy

## Accountant

A Fresh Graduate Accountant, A Quick Learner, Full of Enthusiasm and Passion Towards Starting a Professional Career. Extensive Experience in Negotiations, Presentations, And Communication Skills Built Up Through Working in A School, And Student Activities During College.



Heba15994@Gmail.com



011-0083-3617



El-Sheikh Zayed, Giza, Egypt

## SKILLS

Communication Skills

Quick Learning

Time Management

Leadership

Excellent use of MS.  
Word

Excellent use of MS.  
Excel

Excellent use of MS.  
PowerPoint

Negotiation Skills

Problem Solving Skills

## LANGUAGES

English



## WORK EXPERIENCE

### Student Affairs Officer

#### Modern Infinity School

05/2017 – Present

El-Sheikh Zayed

##### Achievements/Tasks

- Participated in almost the majority of the administrative work during my period till now.
- Started as a Receptionist, then a Secretary, then a Supervisor, and now became a Student Affairs Officer.

### Accounting Trainee

#### Mahmoud Mustafa Eid's Office

07/2016 – 08/2016

Cairo

Nasr City

##### Achievements/Tasks

- Participated in preparing various accounting sessions.
- Attended all sessions, which successfully developed my accounting skills.

### Technical Committee Vice Head

#### New Generation Student Activity

09/2014 – 05/2015

Cairo University Student Chapter

##### Achievements/Tasks

- Vice Leader of the Technical Committee Members.
- Made deals by negotiating with instructors to provide technical sessions for members and participants; such as Accounting, Auditing, etc.

### Internal Relations Committee Member

#### Society of Petroleum Engineers Student Activity

01/2014 – 05/2014

Cairo University Student Chapter

##### Achievements/Tasks

- Worked in teams to prepare the welcome package for the whole SPE CUSC members; such as t-shirts, bags, etc.
- Took the responsibility of preparing the atmosphere for OGR Committee technical sessions for 4 months.

## EDUCATION

### Bachelor of Accounting

#### Cairo University

2012 – 2016

##### Courses

- English Language Course in Not Courses Organization

## ACHIEVEMENTS

### Best Member

Awarded for being the Best Member 2 times in different student activities for being Proactive, Hard-Worker, Ambitious, and Good Presenter.