

# Bassant Elkholy

bassant.elkholy2@gmail.com | +20 1120773515 | 27 Maraghi Street, Al Agouzah, Giza, Egypt

## Profile

---

Passionate and dedicated accounting and finance graduate student, with excellent academic and professional experience. Initiative-taking, quick learner and goal-oriented with genuine desire to achieve, excel and evolve. Offer great communication skills, highly professional attitude, excellent computer proficiency and strong technical and interpersonal skills.

## Education

---

09/2017 – 06/2021

Cairo, Egypt

### **Bachelor of Business Administration**

*Arab Academy For Science, Technology & Maritime Transport*

- **Major:** Financial Management and Accounting
- **Relevant coursework:** Business Management Accounting, Corporate Finance, Macro and Micro Economic Theory, Financial Control & Analysis, Managerial & Corporate Accounting, Statistics, International Monetary Problems, Financial Asset Pricing, Market Structure & Firm Behavior
- Graduated with Honors with GPA of 3.97 / 4
- Received honorary medal for academic achievement
- Obtained and maintained academic student scholarship all four years of study
- Member of student Council

09/2013 – 06/2017

Ottawa, Canada

### **Canadian High School Diploma**

*Lisgar Collegiate Institute*

## Professional Experience

---

01/2022 – 12/2022

Frankfurt am Main,  
Germany

### **Finance Department Intern**

*Consulate General of Egypt*

- Assisted in preparing the salaries of the consulate employees
- Prepared monthly accounts for salaries and expenses, and dealing with banks
- Assisted the Accountant with general finance matters
- Payed the monthly dues to service companies such as electricity, water, gas, etc...
- Purchased consulates needs such as clerical tools and hygiene equipment
- Maintained property inventories for the Consulate-General and residential properties

08/2016 – 02/2017

Ottawa, Canada

## Receptionist Assistant

*Embassy of Egypt*

- Prepared delegate packs and papers
- Answered citizens phone calls and transferred the calls to the suitable employee to reply to citizens' concerns and demands
- Supervised the dismantling and removal of embassy events and clearing the venue efficiently
- Planned room layouts as well as the entertainment program for various embassy events
- Prepared and maintained master calendar, collecting and disseminating general information.

## Skills

---

### Communication

- Leadership & teamwork
- Strong oral and written communication
- Customer service
- Strong interpersonal relationships
- Empathetic listener and persuasive speaker
- Conflict resolution
- Critical thinking

### Adaptive

- Dynamic, result-oriented & problem solver
- Able to operate well under pressure
- Loyal and discreet (maintain confidentiality)
- Detail-oriented
- Organization and time management
- Analytical
- Ability to multitask and meet daily deadlines

### Technical Skills

- Data entry and filing
- Strong typing skills
- Accounting
- Data Analysis
- Proficient with Microsoft Office (Excel, PowerPoint)
- Money handling
- Financial Management

## Languages

---

English

● ● ● ● ●

Arabic

● ● ● ● ●

Deutsch

● ● ● ● ●

## References

---

Reference available upon request