



AML EL-SHAZLY

HOW TO CONTACT ME

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PROFESSIONAL GOALS

I have seriousness, perseverance, sacrifice and positivity, and have high leadership and communication skills, and I am looking for an opportunity to utilize my skills and experiences you have, which will enable me to achieve goals.

EDUCATION

- Faculty of Commerce – Port said University
- Postgraduate Diploma in Accounting and Auditing
- Good (73 %) (2022)
- Higher Institute of Management and Computer - Port Said University
- Bachelor of Business Administration (Management Information Systems)
- Good (76.07 %) (2018)

SUMMER INTERNSHIPS

Summer Training - "Egyptian Tax Authority"

- Data entry

PERSONAL DETAILS

- Date of Birth: 22/02/1995
- Marital Status: Single
- Nationality: Egyptian
- Religion: Muslim
- Gender: Female

EXPERIENCE

Mr. Samir Abo Roba and Mr. Ahmed Metwalli Office

(Aug 2019 - Till now)

An Accountant

- Preparing daily entries and recording accounting books.
- Preparing tax returns.
- Preparing electronic invoices.

EG-Trainers Company

(JUL2019 - JUN2021)

An Accountant

- Prepare of documents, journal entries and accounting books.
- Prepare The Trial balance and the financial statements according to Egyptian Accounting standards.
- Use Excel program accounting equations.
- Using the Peachtree accounting program.

Super Bekala Application

(Oct 2019 - Dec 2019)

Call Center

- Managing large amounts of inbound and outbound calls in a timely manner.
- Identifying customers' needs, clarify information, research every issue and providing solutions.

Mr. Waleed Abd El-Hafez Ahmed Office (JUL2018 - JUN2019)

An Accountant

- Review documents, journal entries and accounting books of the companies.
- Prepare and calculate the value-add tax return.
- Prepare of model No. 41 deduction and collection.
- Prepare The Trial balance and the financial statements according to Egyptian Accounting standards.
- Prepare all financial statements accounts and financial records by Excel and Quick Books programs.

National Authority for Social Insurance - Public and Private Sector Services Fund - Port Said Area – Contracting Office

(Nov 2018 - Oct 2019)

Public Service

- Inquire customer's insurance number.
- Data entry.
- Performing the operations of workers and contracting companies.

COURSES

- **Fundamentals of Digital Transformation Certificate - ISTC Port Said University.**
- **Professional Financial Accountant Diploma (PFAD) from EG-Trainers Corporate.**
 - ✓ **Financial, Taxes, Construction Accounting, Accounting using Excel program, Introduction to ERP (Oracle Financial), Peachtree program, QuickBooks program.**
- **Electronic Accounting Diploma in Information Systems Institute - Armed Forces - Ministry of Defense.**
 - ✓ **Financial, Tax, Construction and Cost Accounting.**
 - ✓ **Introduction to Excel 2010.**
 - ✓ **Accounting Using Excel 2010.**
 - ✓ **Peach Tree Program 2013.**
 - ✓ **QuickBooks Program 2013.**
- **ICDL V5 Certificate.**
- **Business English Courses.**
- **Training course on the basic of human rights for public service employees.**
- **Human Development Course.**

SKILLS

Language

- **Arabic is the mother tongue.**
- **English (Excellent in writing and listening and very good at speaking).**

QUALIFICATIONS

- **Computer Skills:**
 - ✓ **Excel program, Quick books program, Peachtree program. (excellent)**
 - ✓ **Excellent in Dealing with Software Programs.**
 - ✓ **MS-Office.**
 - ✓ **Excellent in Dealing with Internet.**
- **Technical Skills:**
 - ✓ **Accounting (excellent), Cash management financial (very good)**
 - ✓ **Communication with other, organized, careful, team work, fast learning.**
 - ✓ **Leadership, interpersonal, analytical, problem solving and decision-making skills.**
 - ✓ **Customer service & customer care skills.**
 - ✓ **Communication skills both verbal & listening.**
 - ✓ **Financial awareness/numeracy, Cash handling and time management.**
 - ✓ **Positive attitude in dealing with a large number of personal contacts.**
 - ✓ **Capable of interacting effectively with management and excellent interpersonal skills.**
 - ✓ **Ability to work in all working environments and under pressure.**