

AMANY HAMDY HAMED

JUNIOR ACCOUNTANT

PROFESSIONAL PROFILE

Extremely motivated to constantly develop my skills and grow professionally. I am confident in my ability to come up with interesting ideas for accounting

CONTACT INFO

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Address: elmahkama st, Kafr el-dawar, El Beheira.

PERSONAL SKILLS

- Exceptional communication skills
- Excellent team-player
- Good English level
- Eager to learn
- Self-organized and has time management skills
- Ability to work under pressure
- Multi-tasker and a good planner

TECHNICAL SKILLS

- Excellent knowledge of Microsoft Office Programs
- A Very good technical writing level
- Has a good Experience in data analysis

LANGUAGES SPOKEN

- Arabic: Mother tongue
- English: Good

WORK EXPERIENCE

CUSTOMER SERVICE AGENT

National Bank of Egypt | 2012 - 2014

- Prepare Daily/ weekly /monthly Reports
- Managing large amounts of inbound and outbound calls
- Interact with customers to provide information in response to inquiries, ensure customer satisfaction
- Handle all the contract preparation process
- Prepare all the reports and documentation regarding the clients

ACCOUNTANT

Hendawy Accounting Office | 2015

- Auditing public accounts
- Analyzing and sorting Data
- Budget organizing
- Calculating and revising income and taxes
- Working on Real estate tax

EDUCATION

DAMANHOUR UNIVERSITY

Faculty of commerce

B.A.S in Accounting 2010 - 2014
- Degree: Good+ GPA: 2.6

DAMANHOUR UNIVERSITY

Faculty of Education

General Diploma in Education 2015
Degree: Good+ GPA: 2.8

ACTIVITIES

- Math 1 & 2 Ain Shams University - 2016
- ICDL Abo El-Kheir Academy - 2017
- English Course Abo El-Kheir Academy - 2018