

SHAIMA AHMED

Logistics Agent

DETAILS

ADDRESS

ELATTARIN – Alexandria,
Egypt.
Alexandria
Egypt

PHONE

00201028487060

EMAIL

shimaamaliik53@icloud.com

DATE OF BIRTH

22-October-1994

NATIONALITY

Egyptian

SKILLS

Ability to Multitask

Communication

Fast Learner

Communication Skills

Ability to Work in a Team

Highly Motivated

Hard Working

Teamwork Skills

Microsoft office

PROFILE

To secure a challenging position in a reputable Organization to expand my learning, knowledge, and skills. Secure a responsible career opportunity to fully utilize my training and skills, While making a significant contribution to the success of the company.

EMPLOYMENT HISTORY

Auditor , EL TAHTAWY FOR IMPORT AND TIMBER TRADING COMPANY

Jul 2018 — Dec 2020

- Assisted with the preparation of audited financial statements and responded to auditor queries
- Assisted with month-end close process and provided support to the external auditor
- Prepared comprehensive audit reports that detailed the results of the audit and identified potential risks
- Prepared audit working papers and schedules to document audit evidence and conclusions
- Collaborated with auditors to provide timely and accurate financial information during the audit process
- Assisted with the annual audit by providing supporting documentation

Accountant, The general authority of the Egyptian Export Portal

Mar 2020 — Apr 2023

- Performed reconciliations between general ledger, bank accounts, and credit card accounts to ensure accuracy of financial information
- Provided guidance and training to staff on accounting procedures and best practices
- Developed and maintained an accurate and up-to-date accounting system that tracked expenses, revenues, and profits
- Developed and implemented internal controls to streamline processes and improve accuracy of financial data
- Analyzed financial data to identify discrepancies and trends that could provide insight into operational performance

EDUCATION

**College of Agriculture Department of
Engineering and Biosystems**

Alexandria

2015 — 2019

INTERNSHIPS

**Administration , Mantrac Co. (CATERPILLAR
Agent in Egypt).**

Alexandria

Jun 2016 — Jul 2016