

# **Sara Khaled Hussein Mohamed**

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## **Career Objective:**

A challenging career opportunity in the field of Secretary&Accountant that utilize my previous work experience, academic background and my skills.

## **Educational Background:**

May 2010 , Faculty of Commerce and Business Administration, Helwan University

Grade: Very Good (80%)

Major: Systems and information management

## **Courses:**

### **Course included:**

Introduction

- Word, Excel , PowerPoint, Access

## **Work Experience:**

July 2010: Now

Secretary & Accountant, Mangoury & Mostafa Clinic.

### **Job tasks:**

- Receptionist.
- Administrative Works.
- Data Entry.
  
- Receive E-mails.
- Handle with telephone calls.
- Print & Account clients financial statements

**Extracurricular Activities:**

Volunteer in Abou El Einen Association.

**Skills:****Computer Skills:**

- Very good user of Windows, Word, PowerPoint, Excel 2003.
- Good user of Access, Outlook
- Good surfing skills on the Internet

**Language Skills:**

Good commend of English both written and spoken.

**Personal Information:**

**Date Of Birth :** July 1989

**Marital Status :** Married

**Gender :** Female

**Nationality :** Egyptian

