

DOAA NASSER HANAFY

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PERSONAL INFORMATION

Birth Date: 01/01/1987

Place of Birth : Alexandira , Egypt

Marital Status : Married

OBJECTIVE

Seeking a job at a reputable company where my background and experience can be well utilized.

EDUCATION

- 2003-2007 Alexandria University Alexandria, Egypt**
- Faculty of Commerce, Accounting department, Arabic section
 - Grade: Good.

SKILLS

Computer Skills:

- Very good knowledge of Microsoft office.
- Very good Knowledge of Internet.

Language Skills:

- Native language Arabic.
- Very good command of both written and spoken English

COURSES & TRAINING

- ✓ July 2006
A training Course about the Fundamental and technical analysis Course at Alexandria University.
- ✓ March 2007
A training at Mubasher trade company for three months
- ✓ March 2008
A training course about the preparation of financial statement at Alexandria university .

- ✓ Atrining course about the International computer Driving License (ICDL)
- ✓ 2019-2020
Human resource diploma

PERSONAL QUALIFICATIONS:

- International computer Driving License (ICDL)
- Oriented with business case running in a financial firm
- Implementing Theoretical Approaches Learned in real life System
- Acquired communication skills, team work & time management

WORK EXPERIENCE

- Fatiba company for automotive (Accountant & Office Admin) for three years:

During this period working on the accounts and special accounts of documentary credits ,important operations and cost accounting, customers , warehouses on the following programs such as (Escon , Account Manger Programme), logistics, follow up the shipment, communication with bank for (swift, transferring.... etc), tenders (from A to Z)

- New awa for Chemical raw materials (Admin assistant) for three years in Alex.

Branch :

During this period working in shipping services to track shipments , dealing with shipping lines and dealing in banking transactions, arrange for board travel (visa application, booking flying tickets), record meeting, making report for travels (meeting scudel, problems will discuss, time for meeting), arrange for tenders from A to Z, send and receive fax and mails too, making report for(finger print, vications,.... etc), following up shipment for Eta, sending official emails to our supplier's

- New awa for Chemical raw materials (Admin assistant) for six years in Cario

Branch:

During this time been working in the field of sales and all Admin duties, tracking shipments, all bank duties (trunsection, swift, transfer, etc), follow-up the tenders (from A to Z), follow-up balances customers, make a reservation for hotels, flying tickets, visa application), arrange for meeting board, send and receiving fax and mails too, making P. O, making offer prices, working on Dirac system, following up insurance for our tenders,

Career Objective

Seeking for a position that will enhance my capabilities & qualifications and add to my knowledge so I could be a value adding aspect to the organization I will join. Preferably, to be in a field that matches my qualifications and extend my friends network more & more