

Aya Mohamed Saad

Accountant



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: Egypt, Alexandria. EL Agamy



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Personal Data:

- Gender: Female
- Date of Birth: 31/ 1 /1995
- Nationality: Egyptian
- Marital status: Single

Skills:

- ICDL (Excel. Word. PowerPoint. Access. IT. Windows)
- Very good in Internet & Emailing
- Very good in English written and spoken
- Good in social relations and dealing with clients I adore challenges and have a creative mind with new

Objective:

Seeking a position within your company and seek to work in a cooperative team to create innovative and new ideas

It does not matter that I work in a large or small organization, my goal is to work in the team is a collaborator and the manager always drives me to develop from the organization.

Education:

2018 Bachelor's Degree in Accounting Alexandria University (ALEXU), Egypt

Experience:

2015 – 2017

I have worked as a help for Italian subject teacher

Jun 2017 - Jun 2018

I have worked as executive secretary at geniuses academy

Jun 2018 - Jun 2019

I have worked as a sales outdoor at Miser Life Insurance

Sep 2019 – Sep 2020

I work as an Accountant, Marketing and Secretariat at Arabic Constructions Real Estate.

Job description:

- Custody of purchases and disbursement of advances to employees
- Marketing projects online and following up the account
- Receive calls, messages and follow up clients
- Writing contracts and clearances
- Follow up of attendance and departure dates and employee permissions

Sep 2020 – Current

Worked as a Garment Merchandiser at Hela Clothing

Experience at:

- Planning developing and applying a strategy enable the company to sell a range of products that delivers sales and profit targets. work closely with customer to ensure the product that will enable them to achieve the sales and production plan
- Maintain professional relationship between buyer and manufacturer
- Collect the PO (purchase order) from buyer
- Prepare an order plan, according to the right product, in the right place at the time, in the right quantities, at the right price, in the right promotion.
- Prepare the order costing and price quoting
- Set up internal order list.
- Monitor the garments sample process according to the buyer requirement
- Ensure buyer approval
- Make sure productions follow up.
- Maintain product quality.
- Follow up shipment process according to the buyer instructions.
- Ensure smooth shipment process.
- Maintain merchandising files and updating time and action plan.