

## **Heba Hussein Ahmed Hussein**

14A Selim AL-Awal st. EL-Zaytoun,

Cairo Egypt

Mob : (+2) 01007035603

: (+2) 01121157763

E-mail: [h.safa1984@gmail.com](mailto:h.safa1984@gmail.com)

### **Objective:**

Desire to apply skills and knowledge acquired throughout educational and practical experiences, challenging job

### **Education:**

Bachelor of commerce-accounting Arabic section in 2010 from faculty of commerce (Ain Shams University)••

### **Training experience:**

- **Misr bank** from **August 2007** to **October 2007**
- **National Bank of Egypt** from **June 2007** to **August 2007**

### **Working experience:**

- **Senior Accountant** in **Al-fath company** from (**october 2021**) to (**june 2022**) on **Microsoft Excel** and the **oracle program**.  
**In more that one department of accounts such as : matching commercial and consumer accounts , reconciling bank account statements , supplier account matching , making contract and disbursement requests , coding and pricing of purchases , make an excel sheet for invoices and purchases , invoices and sales restrictions on the program .**
- **Senior Accountant** in **Unionaire** from (**January 2014**) to (**August 2021**) on **Microsoft Excel** and the **oracle program**.  
**In more that one department of accounts such as : Customer account , insurances and compensations (for holders of cash and in-kind covenants and the company's assets and merchandise), banks (visa and deposit restrictions) , expenses such as (settling the expenses of branch and management accountants,making journal entries,and settlements in general) and fixed assets**

through sheet excel as a log program , matching the accounts of suppliers and sister companies .

- **Accountant in Delta Egypt for Import, Export And Commercial Agencies** from (2010) to (December 2013).

**Daily restrictions**

### **Courses on hand:**

- **The international computer driving license (ICDL)**
- **Electronic Accounting Course.**
- **Holds a certificate of English language from (Armed Forces Institute of Languages).**

### **Special skills:**

- Effective enthusiastic communication skills
- Working within a team to foster good morale and resolving difference
- Excellent knowledge of computer maintenance
- Good knowledge of computer networks

### **Language skills:**

- **Arabic:** fluent spoken, read and written.
- **English:** good spoken, read and written.

### **Computer skills:**

- **Microsoft Office:** excellent
- **Excel :** excellent
- **Internet:** very good

### **Personal skills:**

- Self-motivated
- Fast learner
- Hard worker
- Able to deal with unusual situations and take immediate decisions

### **Personal information:**

- **Nationality:** Egyptian.

- **Date of birth:** June. 19<sup>th</sup>. 1984
- **Marital status:** single.

**Certificates upon request**