

# NERMEEN MOHAMED MANSOUR

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## **CAREER OBJECTIVE:**

**Professional experience of more than 1 year in the field of accounting** with a strong knowledge of Standards of accounting, General ledger, Trial, Balance, Income Statement, and Balance Sheet, a professional user of Microsoft Office, **seeking an accountant position** to apply my experience, knowledge, and skills to raise the efficiency of financial and accounting business in your company.

## **WORK EXPERIENCE:**

**ACCOUNTING OFFICE**, (Certified accountant Mohamed Abd El Raouf), Zagazig. (Nov2019-Nov2021)

### **Financial Accountant**

- Performed all daily, monthly, quarterly, and year-end accounting activities in conjunction with the finance team.
- Managed monthly close binder, ensuring all expenses are recorded accurately.
- Started from registering in American General Journal and ending with extracting the financial analytical data (General ledger, Trial, Balance\_ Income Statement, Balance Sheet)
- Assisted in preparing and monitoring financial budgets, enforcing compliance with good accounting principles, and maintenance of all accounting records.

**PURE LIFE COMPANY**, Zagazig.

(Aug2018-Oct2019)

### **Customer Service**

- Maintained a positive, empathetic, and professional attitude toward customers at all times.
- Processed orders, forms, applications, and requests.
- Communicated and coordinated with colleagues as necessary.
- Ensured customer satisfaction and provide professional customer support.

## **PROFESSIONAL DEVELOPMENT:**

- **Seminar smart vision**, New Cairo
- **HR Course**, UCCD, AUC.
- **Employability skills**, UCCD, AUC, Aspire.

## **PROFESSIONAL TRAINING:**

- Seminars Especially Management, Accounting and Marketing.
- Banque Misr training.

## **EDUCATION:**

**Zagazig University**, Zagazig.

(Sep2017-Jul2021)

- Bachelor of commerce
- **Major:** Accounting
- **Grade:** Good (74.8%)

## **SKILLS:**

### **Language skills:**

- **Arabic:** Mother Tongue.
- **English:** Very Good.

### **Technical skills:**

- Professional User of Microsoft Office.

### **Transferable skills:**

- Data analysis.
- Critical thinking.
- Time Management.
- Attention to detail.
- Problem-solving.
- Active learning.
- Communication.
- Organization.