

Rawan Walid Ragab

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EDUCATION

2017 – 2021 **Degree in Accounting**

Faculty of Commerce - English Department, Alexandria University with grade Good.

2003– 2017 **Maali el salam language group school (M.S.L.S)**

TRAINING & COURSES

- **CV & Interview skills.** (5/2021)
Online course
- **English for finance course from the American university in Cairo (UCCD).** (3/2020)
- **commercial excel course at Alexandria University.**(8/2019)
- **Summer training internship at National Bank of Kuwait (NBK).** (7/2018)

Work experience

(1/2/2023- till now)

Remax Avalon Realstate Marketing Experts Company.

HR Coordinator

- **Assist with all internal and external HR related inquiries or requests.**
- **Maintain both hard and digital copies of employees' records.**
- **Assist with the recruitment process by identifying candidates, performing reference checks and issuing employment contracts.**
- **Assist with performance management procedures.**
- **Schedule meetings, interviews, HR events and maintain agendas.**
- **Coordinate training sessions and seminars.**
- **Perform orientations and update records of new staff.**
- **Produce and submit reports on general HR activity.**
- **Assist with payroll and ad-hoc HR projects.**
- **Support other assigned functions.**
- **Keep up-to-date with the latest HR trends and best practices.**

(10/2021 – 31/1/2023)

Consulting office for accounting & auditing.

Junior Accountant

- **Post and process journal entries to ensure all business transactions are recorded**
- **Update accounts receivable and issue invoices**
- **Update accounts payable and perform reconciliations**
- **Assist in the processing of balance sheets, income statements and other financial statements according to legal and company accounting and financial guidelines**
- **Assist with reviewing of expenses, payroll records etc. as assigned**
- **Update financial data in databases to ensure that information will be accurate and immediately available when needed**
- **Prepare and submit weekly/monthly reports**
- **Assist senior accountants in the preparation of monthly/yearly closings**
- **Assist with other accounting projects**

SKILLS

Computer skills

- **Windows, Word, Excel, PowerPoint.**
- **Good surfing skills on the internet.**

Personal skills

- **Had a good presentation**
- **Handling multiple tasks efficiently**
- **Internet communication**
- **Fast learner**
- **Time Management**

LANGUAGES

Arabic: Mother tongue

English: Fluent

French: Beginner

ACTIVITIES & HOBBIES

Professional volley ball player & tennis at Smouha sporting Club

