## Mary Mamdouh Hanna Address: (26 Abn Matrouh Shubra ) Telephone: (01229184696)

22040807 Email: mary.mamdouh55@gmail.com

### **Career Objective**

Seeking a challenging career opportunity in Finance Or Order Handling where my skills & previous experience can be best utilized/developed.

#### **Work Experience:**

From 2001 till 2003: Accountant at Youssef Nabih Office for Accounting and Auditing
From 2003 till 2018: Senior Accountant in ABB for Electrical Industries (ABB Arab)
Job responsibilities:

- Specialized in entering & review customer orders on SAP Program from 2008 until 2018
- Responsible for Monthly Order Received reports on division level
- Responsible for registering the Sales Orders and projects for the division level
- Monitoring and evaluation of all orders and sales processes as well as preparation of order reports
- Reviewing the Orders reports and assuring the reports accuracy
- Ensuring an appropriate order flow with the compliance to organizational policies
- Cooperation with the finance department to resolve invoice and pricing issue

# From 2019 till present : Senior Accountant at ElMaleka for Electrical Supplies ,Siemens Distributor

#### Job Responsibilities:

- Invoice issuance on E- Invoice portal
- Generating Monthly Sales Report
- Customers Credit Review
- Follow up Payment collection
- Issuing Purchase requisitions
- Material Coding for inventory
- Issuing Salary reports

#### **Courses & Certificates**

Leadership

Communication Skills

#### **Education**

B.SC. of Commerce Ain Shams University 2002

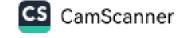
#### Language Skills

Arabic: Mother tongue

English: Very Good

#### **Computer Skills**

EXCEL: Good



WORD: Good

## **Personal Information:**

· Date of birth: October 01, 1980

Nationality: EgyptianMarital Status: Married