

Mary Mamdouh Hanna
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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: Egyptian
- Marital Status: Married