

Salma Tareq Seif Eldein

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Education:

Bachelor Commerce, Faculty of Commerce, English section, Accounting department, Mansoura University, Graduation year: 2023, with Grade very good.

Experience:

- Accountant at the Egyptian foundation for information technology, July 2023 _now
 - Sales for 2 months.
 - Customer service and Accountant until now.

Extracurricular Activities:

- Volunteer, University Center for Career Development (UCCD), August 2021- July 2023
 - Prepared presentation for business development, and the goal number fourteen from the sustainable development goals (the life in water) with a total number of 60 students.
 - Organizing trainings of Labor Market Preparation program (LMP).
 - Helping students by providing the information needed about the services of the UCCD (customer service).
 - Coordinated (8) rounds of the Disability Equity Training (DET) with a total number of (300) student.
 - Reporting & documenting the center activities such as new event, workshops, and trainings.
 - Registering the student's data on the system.
 - Following up the attendance of the volunteers using excel sheets.
 - Organizing the registration process & follow up.
 - Data entry of 2000 student for the first training forum.
 - Communicating and following up with number of 1440 students in the first training forum.

Relevant courses:

- University Centre for Career Development:
 - Business English course, UCCD in collaboration with the continued education center (AUC), Intermediate level, Dec-2021.

- Human resources, UCCD in collaboration with American Chamber in Cairo, online course, Oct-2021
- Financial technology, UCCD in collaboration with American Chamber in Cairo, online course, Oct-2021.
- Business model canvas, Eyouth organization (online), Jan-2021.
- International ICDL course in Digital Training Center Mansoura University Sep-2021.

Training programs:

- Trained at accounting office Mr. Ebrahim Abd Al-monaem in (July-Sep) 2022
 - Recording transactions in journal.
 - Posting to ledger& master file.
 - Using trial balance.
 - Creating an accounting database on excel sheets.
- Trained at Dakahlia Water & Sanitation Company AUG-2020
 - Learnt how to record the payment of bills of their devices.
 - Helping people on hotline service.
 - Filling out the application form of new houses for water& sewage services.

Skills:

- Computer skills, good user of Word, Power point, Excel sheets.
- Good user of google forms
- Language skills, Intermediate in English
- Communicating skills