

# **Menna Tallah Mohamed Tolba.**

- mennatolba00@gmail.com
- Muharram Bey , Alexandria , Egypt.
- 01501306116
- 14 / 8 / 2001

## **OBJECTIVES**

Detail-oriented and ambitious junior accountant with solid foundation in financial analysis and accounting principles, looking for a job that will help enhance my knowledge and language skills .

## **EDUCATION**

**Faculty of commerce English section , Accounting department ,  
Alexandria university .**

**2023**      Excellent With Gpa ( 3.5 )

## **EXPERIENCE**

### **PHARCO COMPANY FOR AGRICULTURAL CHEMICALS |**

**A / R ACCOUNTANT** (2/2024 – until now)

1. Issue an invoice... billing statement for payment due to company .
2. Track incoming cash flow .
3. Report transactions .
4. Dealing with accounting system.

### **Financial accounting intern at Samir omar office**

( 2/2024 – 3/2024)

1. Chart of account
2. Bookkeeping
3. Managing dealing and controlling the movement of cash and inventor

### **Financial inclusion Summer training at Cib bank**

( 7 / 2021 ) .

### **Financial inclusion Summer training at Misr bank**

( 6 / 2021 ) .

## **SKILLS**

- Quick Books
- Excel And Spreadsheet Skills
- Time Management
- Attention To Details
- Communication Skills
- Problem Solving Skills

## **COURSES**

- MOS (Microsoft Office Specialists).

## **Languages**

- Arabic ( Mother language )
- English ( Intermediate )