

Paula Khalil AbdElShaheed Labib

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Educations:

- Higher Studies Diploma in Accounting & Auditing from Faculty of Commerce and Business Administration, Helwan University in July 2010.
Graduation degree: Very Good (B-).
- B.S in Accounting from Faculty of Commerce And Business Administration, Helwan University in July 2009.
- Graduation degree: Good.

Work Experience:

- Works as (An Accounting Manager) in Mina Cool Company from August 2018 until Now.
- Worked as (A Sales Representative) in Raya Company from September 2017 until August 2018.
- Worked as (A Representative) in Census Project 2017.
- Worked part time as (An Accounting) in MinaPrint Company from July 2013 until November 2016.
- Worked as (A Cost Accountant) in Technical Engineers Company from July 2010 until June 2016.
- Worked as (An Accountant) in Hanaa Saied Accounting Office from July 2009 until June 2010.
- Worked as (An Agent) in Alico Company from March 2008 until March 2009.

Practical:

- Professional in Microsoft Office (Word, Excel, Access, power Point, Internet).
- CMA in RTC in 2017.
- Graphics: PhotoShop in RTC in 2017.
- AUTOCAD 2D in 2015.
- Forex in 20009.

Training course:

- Course of Databases Designer in RTC in 2018.
- Course of Oracle General Ledger in RTC in 2017.
- Course to Prepare Financial Manager in RTC in February 2017.
- Course of E-Marketing in Tamkeen in 2016.
- Course of Financial analysis in Talent in 2016 .
- Certified in ICDL 2012, ICDL Courses.
- Course of Electronic Accounting In Helwan University in 2009 :
(Excel Accounting, Quick Books, Peach Tree).

Language skills:

Arabic: Mother tongue – English: Good (spoken & written) – French: fair.

Received Intership:

- Training as (An Accountant) in CGAA Office in October 2016.
- Training as (A Funding officer) in Tanmeyah Company in January 2011.
- Training as (An Agent) in ALICO Company in March 2009.

Personal Data

Date of Birth : 17th March 1988.

Nationality : Egyptian

Military service: Exempted

Place of Birth : Cairo

Marital Status: Single

Gender: Male

Thank you for your consideration

Bola Khalil Abd El Shaheed.