# Hind Ibraheim Mahemoud Shaheen

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Career

Objective

I'm currently looking for a full time position in a reputable organization that offers a greater challenge, increased benefits for me and the opportunity to help the company advance efficiently and productively.

Education

**Faculty of commerce may2010**

**Work History**

**&**

**Accounting skills**

**Work history**

**Work from 2010to 2012in enhance vet company**

**Accounting skills**

I acquired during my years of working in the field of accounting of experiences and still do.

* The ability to set up an accounting system for businesses.
* The ability to record in the accounting books and prepare all kinds of journal-entry accounting for all accounts and the entire session.
* Oversight of procurement and stores by documentary court cycle inventory and recorded different ways.
* Documentary session of the purchases and stores.
* Documentary session of the purchases and stores purchase order, preparing Offers rates, the issuance of a purchase order, receipt of the invoice from the supplier, testing and receipt of the minutes, then add our store.
* Date control in Class various ways Pricing cards.
* Control of fixed assets by recording fixed assets at cost and proved correct.
* Depreciation of fixed assets in all the different depreciation.
* Preparation of final limitations and restrictions inventory settlement.
* Preparation of financial statements the income statement and balance sheet.
* Representations of income tax preparation.
* Prepare notices discount model 41.
* The ability to prepare an accounting integrated system on Excel program.
* The ability to deal with all the computer programs and write fluently on the Office program.
* Bookkeeping for all types of companies.
* Prepare all types of tax returns and forms (Sales, Payroll, Withholding)
* Prepare records and documents to attend all kinds of tax inspections (Income, Sales, **Payroll**, Withholding)

**Accounting courses**

* Accounting workshop from to at RS financial services

**Languages & Computers**

* Good command of both **Written & Spoken English.**
* Excellent user to **Microsoft office.**
* Excellent user to **Windows and Internet**.

**Personal Information**

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|  **Date of Birth. 1/1/1990** **Nationality. Egyptian** **Religion. Moslem** |  |

***"Reference Available on request"***

*"I hope my qualification meet your requirements"*

 *Thank you,*

*Yours faithfully*