

# AYA MAHER ABD ELMONEM MOHAMED

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📍 Alexandria - Egypt

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## ABOUT ME

I Am a Person who likes to be in charge, have responsibility and be accountable. I studied accountancy at college and learned a great deal about specific rules of Management accounting and its relationship to broader aspects of leadership.

## SOFTWARE

Managing Files	★	★	★	★	★
Word Processing	★	★	★	★	★
Web Browsing	★	★	★	★	★
Excel	★	★	★	★	★
Power point	★	★	★	★	★
Using Databases	★	★	★	★	★

## REFERENCES

- ✓ Arabic
- ✓ English

## WORK EXPERIENCE

2019-NOW  
Alexandria-  
Egypt

### Postal Distribution Company

Senior Human Resources Specialist

#### Missions or tasks

- Processing Employment Verifications.
- Management and Professional Administrative Staff Employee file creation and maintenance, and transfer coordination.
- Implement human resource policies .
- Ensure all employee records are updated with new hire information.
- Respond to employees queries and resolve issue in a timely manner.
- Follow up the company's needs for employment
- Do interviews and choose the best suit the needs of the Company.

2019  
Alexandria-  
Egypt

### IARS Company, Finance Department

Accountant

#### Missions or tasks

- Data entries.
- Analyze business operations.
- Update the estimated Budget.
- Follow up with customers and suppliers on all matters related to outcome and income.
- Review employee's payroll.
- Reconciliations with customers and suppliers.

2018-2019  
(Kuwait City)

### TATRA Company, Finance Department

Accountant

#### Missions or tasks

- Bank reconciliations.
- Data entries.
- Analyze business operations, trends , costs and revenues.
- Prepare profit and loss statement.
- Prepare employees payroll.
- Reconciliations with customers and suppliers.
- Provide internal\_control.

2017-2018  
(Kuwait City)

## **QDB Company, Finance Department**

Key Accountant

### **Missions or tasks**

- Prepares payments by verifying documentations and requesting disbursements.
- Prepares special financial reports
- Bank reconciliations.
- Data entries.
- Analyze business operations, trends, costs and revenues.
- Prepare profit and loss statement.
- Prepare employees payroll.
- Reconciliations with customers and suppliers.
- Provide internal control.
- Follow up the customers' requests and delivery

## **EDUCATION**

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05/2016

### **Bachelor of Commerce -English section**

Alexandria-Egypt      faculty of commerce

01 / 2017

### **International computer driving license**

Alexandria-Egypt      Arab Academy of Science and  
Technology

05 / 2016

### **Preparing CMA (part1)**

Alexandria-Egypt      Arab Academy of Science and  
Technology

05 / 2018

### **IFRS(part1)**

Self Study