



# Dalia Nabil Abd El Hamid

Alexandria, Egypt

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Personal Details: 26 February 1994 • Alexandria • Egyptian  
Female, 29, Single

## Financial Accountant

Seeking a challenging opportunity where I can participate as a team member in a dynamic work environment focused on promoting business growth and utilizing my business experience, skills, and education to the fullest to benefit mutual growth and success.

### Highlights of Expertise

- Accounting Principles
- SAP ERP Accounting System
- Proper Documentation
- Preparing expenses reports
- Bank Reconciliation/Balance sheet
- Bank Reconciliation/Payable
- Reviewing expenses
- Reviewing treasury expenses

## Career Experience

**Mansour Group, Alexandria, Egypt**

**Financial Accountant** (Jun 2016 to Present)

- Recording all kinds of transactions concerning accounts payables (entering – following up with creditors – settlements)
- Working in the general accounts (general debtors & creditors).
- Handle travel settlements with employees.
- Issue checks & wire transfers.
- Post invoices & payments on the system.
- Managing the company's bank accounts' daily operations.
- Coordinating with colleagues, workloads, and deadlines.
- Reviewing suppliers' contracts and issuing checks.
- Reviewing lease contracts according to the IFRS no.16
- Making quarterly financial reports for expenses.

**Arab Academy for science and technology, Alexandria, Egypt**

**Teaching Assistant – Tax accounting** (Jan 2016 to May 2016)

- Participate in the preparation of scheduled lecture and curriculum preparation

## **Education & Technical Training**

### **Technical Training**

- Oct 2015: Sales Representative – Memaar Al Morshedy
- August 2015: Graduate Trainee – Suez Canal for Insurance Co.

### **Education**

Bachelor (BSc/BA) in Business Administration - Major: Financial Management & Accounting – Arab Academy for Science Technology & Maritime Transport

**GPA: 3.4 “Excellent with honor”**

### **Courses**

- principles of Banking certificate
- Modern Accounting (1 / 2 / 3)
- International Financial Reporting Standards (I.F.R.S)
- Accounting Excel course
- Microsoft Office (Word – Excel - PowerPoint)
- SAP ERP Essential Training
- SAP FI consulting track

**References are available upon request.**