

Hagar Fayed

Human Recourse



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- 01126216051
- Cairo, Egypt
- 20 Jan 1998
- DL Available

EDUCATION

Bachelor of Commerce
Zagazig University
2015 – 2019 | Zagazig, Egypt

LANGUAGES

- | | |
|---------|-----------|
| Arabic | ● ● ● ● ● |
| English | ● ● ● ● ● |

PROFILE

I am pleased to introduce myself as a Business Administration graduate, I have lived in Qatar for a 25 years and have international work experience and I am looking forward to gaining local experience, I have a strong desire to learn new things and grow, which will help me expand my professional experience. I look forward to increasing my experience by working with you.

PROFESSIONAL EXPERIENCE

Human Resource & Accountant **Sketch Engineering Consulting Office**

Jan 2021 – May 2024 | Doha, Qatar

I worked at Sketch Engineering Consulting Office as HR & accountant for 3 years, and I have experience in:

- Preparing invoices.
- Preparing and organizing disbursement documents.
- Follow up on revenue collection, documentation and analysis.
- Preparing accounting restrictions.
- Recording financial transactions in records and auditing bank accounts.
- Preparing the necessary settlements, preparing reports and documents related to expenses and revenues, keeping them and submitting them directly to the CEO and General Manager of the company.
- Implementing procedures, systems and forms for monitoring employee attendance.
- Supervise the implementation of sick and emergency leave policies and procedures.
- Updating employee information and dealing with their complaints and inquiries professionally.
- Preparing specialized reports in the field of human resources operations.

Data Entry **QIB**

2019 | Doha, Egypt

I worked as data entry at IPO of QIB for Baladna Company by Vistas Global Recruitment Company the following are the tasks I performed:

- Receiving the customer's application to join IPO.
- Reviewing the application data with the customer's bank account data.
- Entering the data into the bank system after ensuring that it matches the customer's bank data.
- Giving approval to submit the application to the next stage.



SKILLS

Budget analysis

Financial reporting

Accuracy

Data entering

Dependable

Leadership

Time management

Team Worker

Working under pressure

Calm

Fast learner

Problem solving

Punctuality

Computer skills

MS office

word

excel

power point

ICT

outlook

Meeter Greeter

QIB

2018 | Doha, Qatar

I worked as meeter greeter at IPO of QIB for CAMQO Company by Vistas Global Recruitment Company the following are the tasks I performed:

- Customer reception.
- Explaining how to join the IPO.
- Reviewing the application data after the customer submits the application and fills it out.
- Giving approval to the request if the data matches the customer's data.
- Submitting the application to the next stage.

Financial Training

QIB

2018 | Doha, Qatar

I trained in the finance department at QIB where I learned:

- Entering data into the banking system.
- Basic concepts in financial administration.
- Financial analysis, planning and control.
- Loans system.
- Credit cards system.