



Basma Kelany

Accountant

Seeking a challenging position in an organization that shares my values for quality work coupled with a pleasant environment, offering me opportunities to develop both personally and professionally as well as utilize my knowledge and skills to their greatest capacity.



basma.saad.kelany@gmail.com



01102517566



Alexandria, Egypt

SKILLS

MS Office

communication skills

Presentation Skills

Problem solving

Team Work

working to deadline

Willing to learn

Fast Learner

LANGUAGES

Arabic
Mother tongue

English
Very Good

INTERESTS

Family

Football

Reading and surfing internet

EDUCATION

Accountant

Faculty of commerce, Tanta university

09/2013 – 09/2017

Very Good (80%)

Courses

- Accountant
- Economy
- Management
- Human Resources

WORK EXPERIENCE

Accountant

Nasser Bank

01/2018 – 12/2018

Elmahla ELkobra

Achievements/Tasks

- preparing the cash status reports of the bank periodically.
- preparing monthly, quarterly, half yearly and annual financial statement of the bank.
- maintain various documents and forms like income statement for, expense statements, cash flow statements and balance sheets.
- time to time communication with the banks management pertaining to bank's financial status.

CERTIFICATES

Training for employment - CBE (01/2018 – 02/2018)

Central bank of Egypt, Egyptian bank of institute

Delegate in stock market simulation (02/2015 – 03/2015)

Tanta University

Professional Financial Accountant Diploma (PFAD) (03/2018 – 04/2018)

Financial, Taxes and construction Accounting.

Accounting Training (01/2016 – 12/2018)

FG Trainers

COURSES

ICDL (01/2018 – 02/2018)

- city council

English (05/2018 – Present)

- Armed forces institute of language