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| NADA AHMED ABD EL GHAFFAR AHMED |

El Kanater El Khayria , El Qalyubia, Egypt

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* **Objective :-**

To obtain an accounting position in a progressive company & work with a helpful active team to achieve effective performance

Motivated Accounting Clerk with a verifiable record of accurate bookkeeping and skill in working with customers, vendors and management

* **Personal Information** :-

Date of birth : 23/12/1999

Languages : Arabic mother tongue , English very good

Marital status : Single

* **Education and Training**

Bachelor of Commerce , Accounting Section , Arabic Section

Ain Shams University , 2017 : 2021 . Grade : Very good

* **Skills**

1. Effective time management 5) Accounts payable professional
2. Excellent managerial techniques 6) Accounting operations professional
3. Great Plains knowledge 7) Proficient in ORACLE
4. Adobe software 8) Excels & word software

* **Courses**

* ICDL

Jan 2020 to Feb 2020

Completed the training courses of preparing ICDL Ver.5

With an Excellent Grade

* Computerized Accounting Specialist Certificate

Jan 2020 to Feb 2020

Manual Accounting

Advanced Excel

Peach Tree Application

Completed the training With an Excellent Grade issued by the computer and information technology unit – Faculty of commerce – Ain shams university

* **Experience**
* Hany Farouk Office

From June 2018 to March 2020 trainee

- worked as call center at xceed ``WE`` for 4 month.

- worked as sales at ``KAYAN COMPANY`` for general services.

**-**worked as an accountant at ``ELSAYAD COMPANY``for food stuffs .

* Record and add the transactions at the official documents of the Office.
* Help in preparing the journal and the entries for the companies yearly and monthly Balances.
* Help in the balance sheets for the audit of the companies.
* Record the transactions of the custody and review the stock and deals with the vendors & the clients.
* Used to word with Peach Tree System.