

YARA KHALIFA SADEK MOHAMED

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**3-Omer El Mokhtar Street
Al Hanouvel , Alexandria**

Objectives

- Seeking to work in a challenging environment where I can utilize my capabilities, skills education and gain more experience for development to advance in my career.

Education

- Studied at faculty of financial and management sciences, English Section , Alexandria
- Major : Accounting department
- Grade : Good (75%)

Experience

- Performing civil service since November 2022 till now .
- Training program to prepare financial statements and commission agency accounts and system workshops with credits from 8/2021to 9/2021 at Nabil Neamatalla office.

Courses

- MOS Excel Expert at Alexandria Univercity 7/2022-8/2022
- Programming Excel at Alexandria Univercity 9/2022-10/2022
- Professional Financial Accountant (PFA) 7/2021-8/2021
- Customer Service at American Chamber in Egypt 1-5 August 2021

Personal Skills

- Team Worker , Quick learner
- Communication Skills
- Hard worker & very well organized
- Time management and multi tasking
- Ability to handle problems & situations

Computer skills

- Very good user of Microsoft Office (word, excel, power point)
- Design accounting information system

Language skills

- English : very good (listening, writing , reading , speaking).
- Arabic : Mother tongue.