

CRRICULUM VITA

Personal Information

Full Name: Mai Ragab Abd-El Fatah.

Nationality: Egyptian.

Birth of Date: 15/11/1989.

Marital Status: Married.

Religion: Muslim.

Contact Information

Address: 17 El-Malik El-Moaaz – Mataria - Cairo.

Email: Acc.mairagab@gmail.com

Mobile: 01025024005

Graduation

Description: Bachelor.

Faculty: Commerce.

Department: Accounting and Business Administration.

University: Helwan.

Graduation Date: 2010.

Degree major: Good.

Courses

English Course: English course from the American university in Cairo.

Computer Course: General M.S Office advanced at M.S Word, Excel and Power Point.

Languages

English: Very good at both reading and writing Fluent in speaking.

Arabic: Mother Tongue.

Skills

- Computer Skills: Very good
- The Expenses program.
- MS Windows (all versions).
- MS word and Excel.
- Internet.

Personal Skills

- Enjoy high degree self-confidence.*
- Reading for more intensive learning.*
- Very good communication skills.*
- Excellent organization skills.*
- *Ability to learn new tasks in respect to job needs.*
- *Capable of working under pressure handing hard-work successful.*
- *Able to achieve my target.*
- Can work independently or within a team.*
- Gently Dealing with other.*
- Learn fast and do accurate work.*

Experiences

- *Financial accountant at the Governmental institution of 30 June (in Al Noor International School).*

- Financial Manager at International Modern School Sayed Galal.

- Financial auditor and financial accountant at Modern School Ahmed- Esmat.

- Financial accountant at global laboratory and healthcare solutions.

-Financial accountant at EG Stores company.