



C.V

Nahed waddah yousef

2 HoudaSarawySt. Elmaleka fisalroad . Giza ,Egypt

Mobile: +20 100 153 2454

Phone:0237223650

E-mail: nahed.waddah1984@gmail.com

OBJECTIVE

To obtain a position in the field accounting and responsible position in A company where my experience accomplishment, and proficiency will allow me the opportunity for growth.

EDUCATION

Bachelor of commerce, Helwan University June 2005 (degree: accepted)

SKILLS

Computer Skills:

- *Excellent Knowledge of windows*
- *Excellent Knowledge of Ms-word.*
- *Good knowledge of Ms-Excel & Power Point.*

Language Skills:

- *Native language Arabic.*
- *Very Good command of both written and spoken English.*

TRAINING

Courses:

- *English: courses in courses in American university of Cairo and Birtz center.*
- *Developed Language and Computer skills.*
- *Enhanced Presentation & project development skills.*
- *Acquired basic business skills including*
: marketing, sales, banking, accounting, business correspondence and reports writing.

On- Job Training :

Training of the financial affairs tasks in Suez canal bank during the following periods:

18/8/2002 to 12/9/2002

16/7/2003 to 14/9/2003

22/8/2204 to 21/9/2004

20/6/2004 to 19/7/2004

Responsibilities included:

- 1. Controlling the clients contracts.*
- 2. Preparing quarterly statement of department expense.*
- 3. Preparing the administration work related to the jobs*

aboveEXPERIENC

JOB finance ACCOUNTANT Wadi Holding

Company from 21/11/2005 till 30/9/2008

Responsibilities include:

1. *Adjusting the Clients Accounts in during the month movement and in the Closing of the month.*
2. *Preparing the outstanding balances for the Clients in the end in the month.*
3. *Making Computerized Financial Analysis reports using Excel and support the unit managers with the needed data.*
4. *Using the financial software WRECK!, -KASH) in recording data and printing reports.*
5. *Auditing all the stores reports in the end of every month.*
6. *Responsible for managing all banking transactions.*
7. *Responsible for incoming revenue analysis.*
8. *Responsible for bank statement (commercial international bank c.i.b) .*
9. *Responsible for cash (receipt & payout)*
10. *Visit internal stores in audit Purpose.*
11. *Checking regularities between payroll and accounts received at ATMs.*
12. *Checking and reviewing the purchase order prices on oracle on a daily basis through checking the daily received and delivered purchase orders.*
13. *Maintain warehouse accounting.*

Accountant. Industrial Training council, from

21/11/2008 till Responsibilities include:

- 1. controlling cash receipt & disbursements For SDP's different activities.*
- 2. processing invoices for payment.*
- 3. preparing checks and bank transfers.*
- 4. collecting cost share from SDP beneficiaries.*
- 5. Bookkeeping and vouchering expenditures.*
- 6. Filing and keeping the expenditure documentatio*

Egyptian Belgian Company Accountant

From 1/1/2013 to 31/12/2015

El omran language school financial Affairs

From 2018 to 2021.

INTERESTS

Computer, Travelling. and reading.

SPECIAL SKILLS

- *Good persentation and negotiation skills.*
- *Good communication skills with customers.*
- *Ability to manage stress and pressure effectively.*
- *Ability to work for long time.*
- *flexible and adaptable.*
- *Using quick books Key.*

PERSONAL INFORMATION

Date of Birth: 13 / 11 / 1984

Marital Status : Married.