



MAHA ELABD

JUNIOR ACCOUNTANT

EDUCATION:

- Bachelor of commerce – Arabic section accounting Dept.- Kafr El Sheikh University May 2008.

WORK EXPERIENCE:

MINISTRY of YOUTH and SPORTS - EGY.

From year 2009 until now.

- Review financial accounting (working salaries and bonuses employees and entering their data on the computer
- Data entry on the electronic payment and working employee payment card data.
- Responsible for the contracts and procurement committee.
- Hr. officer and assistant to the head of HR (working reviewing files their appointment and promotions.

EMAAR CONTRACTING and REAL ESTATE INVESTMENT CO. - EGY.

From year 2016 to 2021

- Marketing from inside and outside the company, dealing with customers
- Follow up of workers in the sites
- Writing and reviewing contracts
- The work of payroll and other financial and administrative affairs of the company

SAIF ZONE INTERNATIONAL PLASTIC (SALES AGENT) – UAE

From 8/2021 to 9/2023

- Sales and purchasing agent customs and administration.
- Managing the company and collecting and supplying cash.
- Arranging the company's administrative and financial and revenue reports.
- communicating and following up with them

WHIAT METAL STEEL INDUSTRIES LLC – UAE

From 10/2023 until now

- Marketing the product in construction projects and local and foreign trade companies.
- Dealing with customers directly and by phone.

CONTACT:

Mobile:

00971523678519

Address:

Sharjah – U.A.E

EMAIL:

elabdmaha332@gmail.com

SKILLS:

- Professional in using a computer and dealing with office programs (word / excel)
- Moderate in the English language spoken and written
- Dealing under pressure
- Work in a group and love innovation, learning and development in the work system
- Proficiency in dealing with clients, persuading them, communicating and following up with them
- Training course in developing financial and technical skills
- I have an Egyptian and Emirates driving license