

Maha Tarek Mohamed

Date of Birth: 13/4/1999
Nationality: Egyptian
Gender: Female

CONTACT

Gisr al swis, Cairo , Egypt

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HOBBIES

Reading

EDUCATION

Faculty of business , Ain shams university, credit hours system
2017 - 2021
Bachelor's degree in business administration (Major – Marketing)
GPA: 3.50 (B+).

WORK EXPERIENCE

Paac for consultancy
2021-current
Accountant:

- 1.Auditing
- 2.Documenting financial records , purchases , sales movements
- 3.Preparing Tax Reports
- 4.Analyzing and summarizing the current financial position of the company by collecting data and information and preparing budget, income statements, revenue reports.
- 5Entering Data and information into computer system such as invoices , financial documents, exchange orders , withholding tax, Vat
6. Preparing Trial balance
- 7.Tabulating , recording ,posting ,and summarizing financial transactions in addition to arranging and organizing them in a way the system users can understand and deal with them

LANGUAGE SKILLS

Mother Tongue(s): Arabic
English: very good

DIGITAL SKILLS

Microsoft office (word – Excel – Power point)

LINKS

LinkedIn:

<https://www.linkedin.com/in/maha-awad-605612219>

SKILLS

1. Excellent written and verbal communication skills
2. Positive, motivated, manage time efficiently
3. Able to multitask and monitor several projects and accounts daily
4. Able to work well under pressure
5. Able to work independently or in a team
6. Confident presentation skills and attention to detail

Project's :

September 2020 – July 2021

Social marketing plan for the issue of underage marriage

Aimed to change the behavior of the community In the case of
underage marriage by Increasing Society's awareness of the issue .