

PERSONAL INFORMATION

Asmaa Fathy Abdallah Ibrahim

7 El Azhar St. Off El Istiraha - Faisal Street 12655 Giza (Egypt)

+201120207399 / +201143520585

Date of birth 19 September 92 | Nationality Egyptian

WORK EXPERIENCE

Sep 2015 – Sep 2016

Coordinate administrative task

Prepare monthly reports into For staff and teachers. Develop models to related activities tailored for specific operations.

Aug 2011 – Dec 2012

Administrative- Secretary

El- Esraa Hospital, Cairo (Egypt).

Training in administrative to responsible for maintaining day to day financial, accounting, administrative and personnel services.

July 2010 – Aug 2011

Accountant

Hany Anwar Pharmacy, Accounting Department, Cairo, Egypt.

Main responsibilities: specialize in a variety of disciplines of accounting such as cost accounting, financial budgeting, auditing or management accounting.

EDUCATION AND TRAINING

Sep 2011 – June 2014

Bachelor of Commerce

Faculty of Commerce, Cairo University, Cairo, Egypt

Tax Accounting, Government Accounting, Accounting installations, Management and Marketing. Accounting Department, Arabic Section, Grade: Good (72%).

Sep 2008 – June 2010

Egyptian General Secondary Education Certificate

Gamal Abd El-Nasr School,

Cairo, Egypt.

Mother tongue(s)	Arabic				
Other language(s)	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	B1	B1	B2	B1	B1

Levels: A1/A2: Basic user - B1/B2: Independent user - C1/C2: Proficient user

Computer skills

Microsoft Office suite specially Excel–Confident Internet user.

Other skills

Participated in **English Course** in Saira Center in Agouza.