

## **RANIA MOHSEN FOUAD MOHSEN**

- **Date of birth:** 12 / 07 /1999
- **Address:** Miami-askot-Alexandria
- **Mobile number:** 01288813664
- **Email address:** [Raniafoad534@gmail.com](mailto:Raniafoad534@gmail.com)

### **objective**

I am seeking a career within a respectful organization where I will gain more experience and enhance my knowledge of your organization. I am also looking forward to being given more responsibility in my duties.

### **Education and Training**

Graduation at Faculty of Commerce in 2021, Alexandria University.

Major: Accounting

Grade: very good

07/2020-09/2020 bank masr online training

### **Courses**

- Combined business (Commercial excel, QuickBooks, Peachtree)
- PFA (professional financial accountant)
- Banking institute course
- Mos excel
- Icdl holder
- English course

### **Languages**

- Arabic: Native Tongue
- English: Excellent command

### **Accounting skills**

- ✚ Accounting cycle (Prepare journal, Ledger, Trial balance, Income statement, Balance sheet)
- Supplies (purchases, purchases allowances, returns, daily expenses)
- Customers (sales, sales returns, sales allowances, sales transfer)
- The discounts (commercial discount, cash discount, quantity discount)
- The capital (increase capital, decrease capital, partner's withdrawals)
- The assets (acquisition of assets, depreciation of assets)
- The expenses (income expenses, capital expenditures)
- The cash (cash payments, cash receipts, cash transfer)
- The bank (current account, check endorsement, withdrawal, deposit certificates)
- The commercial papers (check, bill of exchange)

### Work experience

- **06/2019-02/2020**  
-Title: "Digital marketing"
- **03/2017-01/2018**  
-Title: "Secretary"

### Computer Skills

- Microsoft Office Suite
- able to operate on Microsoft systems
- Have ability to deal with accounting software

### Personal skills

- Excellent conceptual and analytical skills, Self-motivated.
- Highly Organized, Enthusiastic, Helpful and able to work under pressure.
- Have experience in the treatment of customers and solving their problems.
- Effectively able to perform in both individually and as team player.

- ✓ **Responsibilities:** coordinated tracer activities, conducted client assessment, screened and Trained new employees.

### PERSONALITY

- Communicative
- Punctuality
- Creativity
- Organized

### Other info

Nationality: Egyptian

Marital status: Single