

Shymaa Mahmoud Gamal

Accountant, Human Resources

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A Elrawda St. shubra el-kheima, Qalyubia

OBJECTIVE

To work as an Accountant where profound communication and interpersonal skills, and the ability to collaborate effectively with executives at various levels are needed to succeed in performing accounting functions.

EXPERIENCE

Sept 2021-nov 2021

HR department, HR personal Specialist (trainee), Koki Company

Sept 2019

finance department, accounting (trainee), Egyptian Starch & Glucose Company

Aug 2021

Customer service, customer service (trainee), Ahli United Bank (AUB)

Keeping transactions in regular and confidential files for all employees.

- Follows up all procedures related to personnel affairs in terms of controlling the movement of procedures and entitlements related to transfer / vacations of all kinds and supervises their documentation in the established records and forms.
- Superficial knowledge of the basics of company accounting.
- Superficial knowledge of how invoices work on the Oracle program.
- Maintaining a positive approach to dealing with customers and demonstrating the extent of professionalism in dealing with and solving their problems.
- Provide all the information the customer needs
- Achieving and ensuring customer satisfaction

EDUCATION

Faculty of Business - Ain Shams UNI

Major: Accounting

Grade: good

SKILLS

- Excellent communication skills and ability to present complex information in an easy-to-understand format.
- Knowledge Of Oracle
- Good use with Microsoft office.
- Knowledge Of IBM

REFERENCES

[Available upon request.]