

Amira Helmy Ashour

Bilbies city, Sharika, Egypt

E-Mail: Miraashour2@Gmail.com

Mobil Numbers: +20 (10) 33 818 442

Personal Profile

To Obtain a Position in Which My Educational Background and Skills Can Be Effectively Utilized for Mutual Benefit, To Gain New Knowledge So as To Gain More Experience, Develop Myself and To Enhance My Skills.

Education

- Bachelor of Commerce, Benha University
 - Major: Accounting
 - Grade: Good
 - Graduation Year: 2017
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Work Experience

1- Senior Accountant in Tameir for Quarries and Mines (july.2019-till now)

Core Responsibilities

- Compiles and analyzes financial information to prepare entries to accounts such as general ledger accounts, documenting business transactions.
- Install, modify documents and coordinate the implementation of the accounting system and accounting control procedures.
- Responsible for monthly analysis of AP, the supplier's down payments, petty cash notes payable and prepaid expenses.
- Responsible for issuing checks on the due date.
- Prepares Checks, accounts statements, reports and other records and reviews for accuracy.
- Responsible for cost center allocation.
- Responsible for transfer accounts payable and general ledger module.

2- Accountant In Elzahed (Jan.2018- June.2019)

Core Responsibilities

- Manage all accounting transactions
- Prepare budget forecasts
- Publish financial statements in time
- Handle monthly, quarterly and annual closings
- Reconcile accounts payable and receivable
- Ensure timely bank payments
- Manage balance sheets and profit/loss statements
- Report on the company's financial health and liquidity
- Audit financial transactions and documents
- Reinforce financial data confidentiality and conduct database backups when necessary
- Comply with financial policies and regulations

Courses & Training

- Advanced Excel.
- General Accounting Course.
- Time & Stress Management.
- Team Building.
- Excellent Negotiation and communication skills.
- Teamwork oriented.
- Easy learning and accurate.

Personal Skills

Language Skills:

- A. Arabic:** Mother Tongue
- B. English:** Good (Spoken, Read & Written)

Computer Skills:

- A.** International Computer Driving License (**ICDL**)
- B.** Excellent use of (**MS Office**)
- C.** Ability to learn quickly on any required software

Personal Information:

Date of Birth: 11/04/1995.

Gender: Female.

Nationality: Egyptian.

Marital status: Single.