

DOAA ANTAR TOHAMI BADAWY

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Objective

Qualified Accountant highly knowledgeable about good accounting practices for Engineering Consulting Companies. Keeps records accurate, statements current, and accounts prepared for closing processes. Diligent about reviewing financial information and correcting discrepancies. Expert with Accounting programs and office.

Education

DEGREE | 2020 | FACULTY OF COMMERCE | AIN SHAMS UNIVERSITY

- Major: Accounting
- Related coursework: Human resources course -ICDL computer course

Skills & Abilities

- Communication skills.
- Problem solving.
- Customer service.
- Numeracy
- Organization and time Teamwork skills
- Management Leadership and team management.

Experience

ACCOUNTANT | SAG CONSULTING GROUP

- expenses
- Stock
- Salaries
- Clients
- Bank Transactions

DOCUMENT CONTROLLER | SAG CONSULTING GROUP

- Submit all documents to the relevant departments of the company
- Preparing reports for senior managers.
- Accurately evaluate and validate all documents
- Organize documents and ensure that they are saved and protected from theft or damage
- Using computers to organize and distribute documents within the com

CALL CENTER | VODAFONE

- Route calls to appropriate resources
- Document all call information according to standard operating procedures
- Recognize, document, and alert the management team of trends in customer calls
- Follow up customer calls where necessary Upsell products and services
- Complete call logs and reports other duties as assigned

BANK TRAINEE | COMMERCIAL INTERNATIONAL BANK CIB

- Be aware of the bank policies and regulations
- Meeting internal targets would be a large part of your day today role, working with both staff and
- Customers. You'd also assist in motivating staff, analyzing data and figures and keeping up to date with the latest products, market changes and policies
- Helping to maintain sales strategies and reaching targets

CALL CENTER AGENT | ALALAMIA TOURS

- Answer incoming calls and respond to customer's emails
- Management and resolve customer complaints
- Sell products and place customer orders in the computer system
- Identify and escalate issues to supervisors
- Provide product and service information to customers
- Research required information using available resources

ACCOUNTANT | ACCOUNTING OFFICE VISION FOR CONSULTATION

- Purchases and sales
- expenses
- Banks and budgets
- Feasibility study

ACCOUNTANT | HASSAN GADO

- Purchases and sales
- expenses
- Banks and budgets

Language Skills

- Arabic: mother tongue
- English: Very Good

Achievements & Awards

- Human resources course
- ICDL computer course