

Sabreen Saber

Accountant

PERSONAL INFO

Birthday: 01/04/1999

Marital stat: single

CONTACT

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Sheikh Zayed, Giza

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Objective

- seeking new challenges, which effectively utilize and expand my experience and skills.
- find a job that allows me to grow and learn.

Skill highlights

- *creativity
- * Team-working
- * multi-tasking
- * Working on ERP System and Gates Accounting System

Education

Faculty of: **Commerce (2021)**

Major: **Accounting**

Grad: **Great**

University: **Cairo University**

Certifications

- ✓ ICDL: OS-Windows 07& MS Office (word – excel – PowerPoint – Access).
- ✓ Diploma in Professional Financial Accounting

EXPERIANCE

- 1- Training at Islam Hanafy Accounting Office (From 5/9/2020 Till 03/09/2021)

MY DUTY:

- ❖ Recording daily transaction
- ❖ Preparing accounts and tax returns
- ❖ Auditing financial information
- ❖ Compiling and presenting reports, budgets and financial statements
- ❖ Preparing daily, monthly and yearly financial report.