

SAMAR ALAA ELDIN ABD ELGHANY.

15 May city - Helwan - Cairo - Egypt
(20) 1066843875
samaralaa1993@gmail.com

Objective

Seeking a job at a position where my experience can be well utilized.

Education

- ◆ Cairo University Cairo, Egypt
- ◆ Faculty of Commerce, Accounting Dept.
- ◆ Grade: Good.
- ◆ Graduation Year 2015

Skills and Courses

Courses

- ◆ ICDL Course.
- ◆ Sales at model update.
- ◆ Communication skills Course.
- ◆ Customer service Course.

Computer Skills:

- ◆ Very good knowledge of Windows XP.
- ◆ Very good knowledge of MS-Word.
- ◆ Very good knowledge of MS-Excel.
- ◆ Very good knowledge of MS-PowerPoint.
- ◆ Very good knowledge of Internet &MS-Outlook.
- ◆ Good Knowledge of Internet searching skills.

Language Skills:

- ♦ Native language Arabic.
- ♦ Very good command of both written and spoken English.

Interpersonal skills:

- ♦ Ability to work well under pressure.
- ♦ Ability to learn new tasks quickly.
- ♦ Good communication and negotiation skills.
- ♦ Flexible, Motivated, Committed to team work, Good organization & Planning.
- ♦ Learning from mistakes and changes behavior as a result of what was learnt.
- ♦ Respecting Others: Makes a personal effort to treat all people fairly.

Business skills:

- ♦ Reports writing & correspondence.
- ♦ Projects preparation & presentation within the suitable time management.

Experience

- worked at Vodafone for 3th months from JUL 2014 till OCT 2014
- Accountant at misr helwan company for construction and trade from Oct.2015 till September2021.
- Accountant at jeel Al Rowad Trading Est (On Line) from December2021 till now .

Interests

- Traveling with friends.
- Build good relationships with others.
- Reading, Listening Music and watching Football.

Personal Information

- ◆ Date of Birth : 16\5\1993
- ◆ Marital Status: Married.
- ◆ Gender : Female
- ◆ Nationality : Egyptian