

# Reem Hazem Sayed Saeed

Helwan, Cairo, Egypt.

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## Objective

A career opportunity in the field of accounting in a well-structured multinational organization. Where I could further enhance my experience and interpersonal skills.

## Education

Sep-present: Helwan University - Faculty of Business information system (Current GPA=3.95)

Sep-July 2020: Saint Mary language school for girls

## Skills

Computer Skills:

Excellent knowledge of windows, Excel, Word, PowerPoint and Internet skills.

Excellent knowledge of Peachtree and Quick Books Programs.

## Language Skills

Native language Arabic

English: Very Good (Read, Write, Spoken)

French: Good

## Experience

**\* From 2021 to 2022 in Office Mr. Waleed Ahmed Abd El- Hafez. Accountant I Participated and Prepared during this period: -**

- 1- Financial statements accounts according to Egyptian Accounting Standards.
- 2- Prepare and calculate the sales tax return.
- 3- Prepare the Trial balance and the financial statements according to Egyptian Accounting standards.
- 4- Prepare all financial statements accounts and financial records by Excel.

**\* From 2021 to 2022 in EG-Trainers Com. Accountant I Participated and Prepared during this period: -**

- 1- Financial statements accounts according to Egyptian Accounting Standards.
- 2- Prepare the Trial balance and the financial statements according to Egyptian Accounting standards.
- 3- Prepare all financial statements, accounts and financial records by Excel and Quick Books.

### **Courses**

- 1- **Professional Financial Accountant (PFA)** in EG-Trainers Com.
- 2- **Front End Web Developer Diploma**

### **Personal Information**

Date of Birth: 17/7/2002

Nationality: Egyptian