

# **Basma Emad El-din Fouad**

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## **Objective,**

Recent graduate in Accounting and Finance department, seeking a challenging position in a reputable organization where I can leverage my academic background, internship experience to contribute to financial operations and business growth.

## **Educational background,**

Bachelor of Commerce - English Section  
Cairo University (Graduation year 2024).

Major: Accounting and Finance.

Grade: Excellent with Honors.

## **Practical Experience,**

- **Customer service officer at Alex bank**      Date 20/3/2025 to Present
- **Customer Service Representative (Collection) at NBE**
  - Monitoring Delinquent Accounts.
  - Contacting Customers
  - Negotiating Payment PlansDate 23/1/2025 to 6/3/2025
- **Belayim Petroleum Company (Training)**
  - Receiving and Storing Goods.
  - Order Processing.
  - Reporting and Documentation.

Date 9/7/2023 to 20/7/2023

## **Internships,**

- **Online Summer intern at CIB Bank**  
Date 1/8/2023 to 31/8/2023
- **Online summer intern at CIB Bank**  
Date 1/8/2022 to 31/8/2022
- **Online summer intern at Banque Misr**

Date 1/7/2022 to 30/7/2022

- **Online summer intern at Banque Misr**  
Date 1/8/2021 to 31/8/2021

## **Skills,**

### **Technical skills:**

Good in Microsoft office (Word, Excel, power point) **Language skills:** English (Very Good)

### **Soft skills:**

Team work, Communication, Flexibility, Critical thinking, Problem solving.

## **Project,**

**(Graduation Project): Financial analysis** Conducting a financial analysis comparing two companies over the past five years to determine which one presents a better investment opportunity. We performed both qualitative and quantitative analyses, including horizontal, vertical, and ratio analyses, to reach a conclusion.

## **Courses,**

- **Financial plans. (EBI)**  
Date 26/3/2025
- **Relationship between Banks and Small Enterprises. (EBI)**  
Date 22/3/2025
- **Accounting Fundamentals (CFI)**  
Date 11/2024
  - Basic accounting principles and concepts.
  - Preparation and analysis of financial statements.
- **English Course (Berlitz)**  
Date 7/2023 to 11/2023
- **Professional Financial Accountant**  
Date 9/2022 to 12/2022
- **Soft Skills, ICDL, English (Cairo University)** Date 8/2021 to 11/2021

## **Activities,** • Volunteered in RESALA

charity.

Organized donation campaigns and assisted in event coordination.

Date 2/2021 to 3/2021