

Dina Ahmed

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Professional Summary

Driven and detail-oriented professional with a genuine passion for Human Resources, Organization Development, Learning & Development, and Talent management. Equipped with strong organizational, communication, and problem-solving skills. Seeking to start a career in HR where I can contribute to employee engagement, talent growth and apply my skills to support organizational success

Education

- Bachelor, Business Administration, Ain Shams University September 19 - July 23
- Major Accounting and Auditing (GPA 3.72)

Training and Courses

- HR Diploma - ESLSCA University (in process)
- Employee Well-Being and Emotional Resilience in the Workplace
- IFRS
- MOS
- Mint ambassadors program
- Moussa Zidan office for accounting and auditing

Work Experience

- **GL Accountant at Egypt Education Platform (EEP)** October 23 - Present

-Managed accounts payable cycle, maintaining accurate records and timely payments to vendors while collecting outstanding invoices.

-Supported month-end closing process by preparing vendor aging reports, variance analyses, and account reconciliations.

-Improved financial accuracy by conducting thorough account reconciliations and adjusting journal entries.

-Prepared detailed cash flow analyses for management review.

-Completed daily cash functions like bank accounts tracking, cash movement, bank position and banking reconciliations.

-Compiled general ledger entries on short schedule.

- **Audit trainee at Moussa Zidan Office** June 22 - December 22

- Assisted in preparing audit documents Gained practical auditing experience.

- Became familiar with auditing substantive procedures to be applied over several accounts.

-Data entry

Extracurricular Activities

- Marketing Team member at vision club
- Volunteer at ASU employment fair, employer relations representative
- Organization Development member at vision club
- HR member at vision club

Skills

- ERP systems
- Microsoft Excel (VLOOKUP, XLOOKUP, PivotTables)
- Bank reconciliations
- Accounts Payable
- Cash flow management
- Time management
- Team collaboration

Languages

- Arabic : Mother tongue
- English : Fluent