

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)
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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
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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
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Skills

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

- Arabic : Mother tongue
- English : Fluent