

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 Plans

Date 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