

## **Objective**

"A recent accounting graduate with strong knowledge of financial reporting, auditing, and tax compliance. Skilled in recording transactions and analyzing financial data, with hands-on experience in accounting software. Seeking an opportunity in a dynamic financial environment to apply and enhance my skills."

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## **Education**

Bachelor of Commerce English Section – Tanta University, 2024

Major: Accounting

Grade: Good

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## **Work Experience**

- **Accountant – A3 Mac for accounting and tax consultations (Dec 2024 - Present)**
  - Prepared tax returns and ensured compliance with applicable tax regulations.
  - Processed and submitted electronic invoices in accordance with legal requirements.
  - Audited and reviewed companies to verify financial records and compliance with accounting standards, including the examination of Imar Masr, a company managing a group of hotels.
  - Prepared financial statements and accurately analyzed financial data.
  - Coordinated with clients and tax authorities to provide financial and accounting advisory services.
  - Well-versed in the accounting cycle and its practical application.
- **Accountant –HOGAR For Construction and Development (July 2023 – Oct 2024)**
  - Recorded and managed daily financial transactions.
  - Prepared and monitored financial statements for subcontractors.
  - Prepared tax returns and ensured compliance with financial regulations.
  - Prepared financial reports and cost analysis.
  - Supervised bank reconciliations and accounts receivable.

## **Courses and Training**

- Microsoft Office Specialist (MOS) in Excel, Word, and PowerPoint.
- Completed a Commercial Banking Simulation by HSBC covering credit risk assessment, loan structuring, and client interaction.
- Completed Central Bank of Egypt and EBI programs on business modeling, SME financing, and financial planning.

## **Skills**

### **Language skills**

- Arabic: native
- English: good (Professional working proficiency)

### **Technical skills**

Basics of Accounting and bookkeeping  
ERP Accounting Software (Odoo).  
Financial Statements Preparation.  
Auditing Financial Analysis.  
Tax Returns & VAT Filing  
QuickBooks and Peachtree.

### **Personal skills**

Effective critical thinking.  
Analytical problem-solving.  
Excellent written and verbal communication.  
Strong work ethic.  
Creativity  
Ability to Work in a Team.

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