



## CONTACT ME

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📍 Beni Suef - Egypt

## PERSONAL INFO

**Nationality:** Egyptian

**D.O.B:** 11-Dec-1995

**Gender:** Female

**Marital Status:** Married

**Public Service:** Completed

## EDUCATION

**Bachelor of Commerce**  
**English Section**

**Beni Suef University**

2013-2017

**Major:** Accounting

**Accumulated Grade:** Good

## SOFT SKILLS

- Multitask
- Fast Learner
- Patient and Socialize
- self-motivated
- Work under pressure.
- Ability to have new knowledge.
- Problem Solving, Decision Making.
- Excellent interpersonal communications skills
- Time Management
- Teamwork

# Asmaa Mohamed Zakaria

## ABOUT ME

To pursue a dynamic and fulfilling career where I can utilize my skills, knowledge, and passion to contribute positively to an organization's success. I aim to continuously learn and grow, taking on increasing responsibilities and challenges, while making a meaningful impact in my chosen field. With a strong work ethic, adaptability, and a collaborative mindset, my objective is to achieve professional excellence, personal fulfillment, and contribute to the overall growth and prosperity of the organization I work for.

## WORK EXPERIENCE

Accountant

1 year

**Beni Suef Sporting Club**

- Maintain accurate financial records including transactions, ledgers, and journals.
- Ensure compliance with accounting principles and regulations.
- Record financial transactions, including purchases, sales, receipts, and payments.
- Reconcile bank statements and other financial documents.
- Prepare and file tax returns, ensuring adherence to relevant laws and regulations.
- Provide guidance on tax planning strategies to minimize tax liabilities.

Insurance advisor

6 months

**Masr Co. for Life Insurance**

- Meet with clients to assess their insurance needs and financial situations.
- Advise clients on suitable insurance policies based on their requirements, such as life, health, property, or casualty insurance.
- Assist clients in customizing insurance policies to fit their specific needs, including coverage limits, deductibles, and optional riders.
- Evaluate risks associated with clients' assets and circumstances to determine appropriate coverage levels.

## TRAINING COURSES

- ICDL

## SKILLS

**Linguistic Skills:**

- Arabic : Native
- English : Very Good

**Computer Skills:**

- Windows
- Office
- Internet