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ESRAA MOHAMMED ATEF SALEH

.Date of Birth: 23/7/1992.
.Nationality: Egyptian.
.Marital Status: Married.

Seeking a job opportunity at your reputable organization, where my background and my experience can be utilized to its fullest potential in order to deliver a range of successful outcomes of planning and development projects and further enhances my career.

.Education and Qualification

- | | | |
|-------------------------------|--|-----------|
| • Graduated | Faculty Of Commerce
(English Section)
Cairo University | 2009-2013 |
| • Accumulative Degree | Very Good With Honor | |
| • Certified CMA Part 1 | | |
| • CMA Course at AUC | (November 2015 – June 2016) | |

.Experience

➤ Currently working at **KPMG Hazem Hassan** as **External Auditor**.

Job Description:

- Review the accounts of companies and organizations to ensure the validity and legality of their financial records.
- Examining control systems through checking the accounting cycle.
- Checking that financial reports and records are accurate and reliable.
- Ensuring procedures, policies, legislation and regulations are correctly followed and complied with.
- Issuing audit report ensuring that the financial statements are presented fairly.

➤ Worked at **ELIF GLOBAL** (February 2015 – March 2016) as **Accountant**.

Job Description:

- Prepare journal entries for invoices and payments.
- Monitor suppliers' balances to ensure payments are up to date.
- Prepare analysis of accounts as requested.
- Use **ERP** system "**SAP**".

➤ Worked at **CIB** as **customer service representative** (From March 2014 – January 2015).

Job Description :

- Maintain long-term relationships with customers through delivering best service.
- Submit complaints and follow-up with customers to ensure their satisfaction.
- Attract new customers & offering potential support.

.Training

➤ **Le Banque Du Caire: Summer Intern in C.S department.**

1 Aug 2011 – 1 Sep 2011

- Opens customer accounts by recording account information.
- Maintains customer records by updating account information.
- Attracts potential customers by answering product and service questions; suggesting information about other products and services.

➤ **GUPCO: Summer Intern in Finance department.**

1 Sep 2012 – 15 Sep 2012

.Extracurricular Activities

Member of **COMET** (Student Activity) Internal Public Relation Committee.

Oct.2011 – May.2012

.Courses

- Completed ICDL course (international computer driving license).
- **EDU Egypt** program ,Voice Track Modules:
 1. C.S skills.
 2. Team building & time management.

Computer Skills:

- Very Good surfing skills on the Internet.
- Very good user of MS (Windows, Word, PowerPoint & Excel).

Language Skills:

- Very Good command of English both written and spoken.

.Hobbies

Reading, Internet Searching, and playing tennis.

.References [more ref's furnished upon request]