**Yasmeen Nabil Ibrahim Abdul Rahim**

Mobile : 55596575 - 65533550

Yasmeen\_Nabil@live.com

Recruitment Department …

Recruiting Manager …

Dear Sir, Madam :

I am writing to express my interest in being considered as a candidate for any suitable position within your firm.

With my education and experience I hope a great edition to your company.

Throughout my career I have offered my clients a great customer service with a very well understanding of my clients' needs and delivering what I promised.

I have established great relations with clients and co-workers based on trust and team work.

I have the ability to work under pressure and meet dead lines with excellent communications and personal skills.

If you would like to schedule an interview or otherwise discuss my interest in this position. Please call me at your convenience.

I will be very pleased to meet you at your convenience and discuss my possible and valuable contribution to your company. I am looking forward to hearing from you soon.

If you require any further information, please do not hesitate to contact me.

Sincerely,

**Yasmeen Nabil**

**Yasmeen Nabil Ibrahim Abdul Rahim**

Mobile : 55596575 - 65533550

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**EDUCATION:**

2007 -2011 Bachelor of Commerce- Al Mansora University - Egypt

Major: Accounting

**EXPERIENCE:**

Accountant in Rabwa Gulf Real Estate Company, from January 1, 2016 to  
 May 31, 2017.

**COURSES:**

May- July2011 Traning in (NSGB) National Societe General Bank Egypt.

March-May 2011 ICDL Certification (Word, Excel, Powerpoint ,

Access, Internet, and Outlook).

January - June 2011 English courses.

**OTHER INFORMATION /COMPUTER SKILLS:**

* Administration of all versions of MS. Windows.
* Administration of All MS. Office Applications.
* Good user in Accounting software packages.

**PERSONAL SKILLS:**

* Possessing excellent interpersonal and communicating skills.
* Good Presentational skills.
* Self motivated, creative and reliable.
* Ability to work under pressure.
* Team working skills.
* good communicating skills.
* Effective team work.
* Ability to work individually and as a team member.
* Good command of English language spoken and written.

**ACCOUNTING SKILLS:**

* Preparing financial statements and reports.
* Preparation of Trial balance using computerized

Accounting Software.

* Bank reconciliations.
* Handeling of payables, receivables and salaries.
* Handeling of Purchases, Inventory & Fixed Assets.

**PERSONAL INFORMATION:**

Data of Birth : 3 May 1990

Marital status : Married

Nationality : Egyptian

**All documents are available on request**