

Mina Osama Saad

Mob: +2 012 06360948 & +2 015 50132727

[E-mail : Osamamina220@gmail.com](mailto:Osamamina220@gmail.com)

<https://www.linkedin.com/in/mina-osama-88b7a3239>

PERSONAL INFORMATION

- Date of birth : Mar 22 , 1994 .
- Martial statue : Married .
- Address : NEW EL Marg , Cairo , Egypt .
- Nationality : Egyptian .
- Place of Birth : Assiut .
- Military service : Exempted .

OBJECTIVE

Seeking a Challenging Position in an Association Where My Knowledge and Skills Can Be improved and developed .

EDUCATION

- Graduated of faculty of commerce
- Assiut University
- Year : 2018
- Major : Accounting

EXPERIENCE

1- Techno Gulf for Supplies & Agencies

Accountant (From Jan 2020 till Dec 2022).

2- CTaio for Agriculture

Accountant (From Jan 2022 till Now).

- Recording daily work on “Odoo” ERP system (Accounting, Sales, Purchases, Inventory account)
- Control Petty Cash.
- Record all journal entries and accruals and manage the month end closing.
- Record fixed assets, depreciation and evaluation of fixed assets.
- Cost control for every Agriculture plots.
- Prepare Monthly Payroll.
- Review the pricing of product to customers and follow up customer debt.

COURSES

- Diploma in statistical analysis using the SPSS 22 program in 2024 .
- Diploma in European foundation for quality management EFQM in 2024 .
- Diploma in ACCA IFRS in 2023 .
- Hospital Management Diploma in 2023 .
- Diploma in Financial analysis in 2023 .
- Sap ERP system in 2023 .
- Diploma in Tax Accounting in 2023 .
- Diploma in Preparing external financial reports – CMA in 2023 .
- Odoo ERP system in 2021 .
- Financial Accounting Diploma of Account Manager in 2022 .
- Accounting software Bookkeeper at Wizard in 2022 .
- International Computer Driving License from UNISCO .
- Social media marketing course (online) in 2019 .
- English course at Harvard Business Center in 2019 .

SKILLS:

Language

- Very Good Command of English
- Arabic is Mother tongue

Computer

- ERP software (QUICK BOOKS)
- ERP software (OODO)
- ERP software (SAP)
- Professional user of Accounting software
- International Computer Driving License (ICDL)

PERSONAL QULIFICATION

- Ambitious & Ability to Work under Pressure
- Excellent Communication Skills
- Ability to Travel if Needed
- Ability to Work with a Team & Ability to Work under Pressure
- Ability to Work under Pressure & Attention to details
- Ability to Work Many Hours
- Multi – task, with the ability to prioritize workloads in face of deadlines

Finally, thanks for reading carefully. & References
are available upon request.