

# Aya ahmed atito mousa

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## Education

### Sep 2021 - to present

Diploma in management accounting, IMA

### Sep 2017 - to Jun 2022

Bachelor of business administration, Aswan university

GPA: Very Good

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## Experience

### Sep 2023 – to present

#### Supplier accountant, Elbatal store,

- I became responsible for the company's purchases and dealings with suppliers.
- I close suppliers' accounts, settle their accounts, and pay debts according to the agreed upon payment dates.
- Responsible for pricing the company's products and raising the balances on the company's website on WordPress.
- Performing some other office tasks according to work requirements.

### feb 2023 – to Aug 2023

#### Branches accountant, Elbatal store,

- I was responsible for ensuring that branch tasks were carried out as required.
- I have priced the items according to changes in market prices.
- I was following up on the work of the cashiers, ensuring that the system balances matched the actual financial balances, and verifying the papers and reasons for withdrawals..
- I was reviewing sales invoices to ensure they were correct, prices matched, and had not been tampered with.

### Jan 2023 – to Aug 2023

#### Inventory accountant, Elbatal store,

- I was reconciling the inventory between the actual balances and the balances recorded on the system and ensuring that there were no shortages or excesses. In the event of a proven deficit, I would adjust the balances.
- And in this process I used Excel and inventory software and dealt with them efficiently.

### Oct2020 – to Oct2022

#### Volunteer, University Center for Career Development,

- Communicating with the students.
- Participated in organizing many events.
- Participated in the organization of the round table on the tourism sector.
- Data entry and computer work.
- Participated in a survey on the tourism sector in cooperation with Jisr Company:
  1. I was contacting the owners of the companies and knowing their opinions on the topics of the survey.
  2. I recorded their answers manually, and then entered them on the computer.

### Jan 2021 – April 2021

#### Online store,

- Created a group and a Facebook page to market my product, in addition to a WhatsApp and Telegram group.
- Marketing my product on other groups.
- Make deals with wholesalers.
- Photographed my products, edited photos, and put my own logo on them.

- I used to receive orders on my platforms, then prepare them and deliver them to the customer.

#### **Oct 2020 – Dec 2020**

##### **Administrative works, Fekra Academy for training**

- Communicate with students.
- Organized and scheduled courses for student.
- Preparing the initial financial reports.
- Helped and supported disabled kids.

#### **Sep 2020– Oct 2020**

##### **Accounting Intern, Arab Contractors for Investments**

- Entered data into one of the accounting programs
- Learned how to write reports.
- Learned how to make deals

#### **Sep 2019– Oct 2019**

##### **Accounting Intern, KIMA - Egyptian Chemical Industries**

- Sort and filter job applicants' requests.
- Trained in the administrative and accounting departments of the company.
- Worked in stores and learned how they work.

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#### **Extraocular activities:**

##### **Youth sustainability family,**

- Leader of the Scout Committee, then became its HR Officer.
- Organized many events in the college.

##### **HR at Resala charity life saving branch,**

- Finding volunteers for the activity, interviewing and following up on them.

##### **The Egyptian Youth Vision 2030 team,**

- Participated in the crime scene simulation model

##### **College of Commerce Students' Union,**

- Participated in organizing the first economic conference of the Faculty of Commerce.

##### **The Fourth Pyramid Initiative,**

- HR member

##### **DSC Aswan Team, HR**

- Finding volunteers for the activity, interviewing and following up on them.
- Follow up the work plan.
- Writing content for social media.

##### **The university scouts team.**

##### **participated in the Fifth Girls' Week at Fayoum University.**

##### **The "Hangamelha" initiative,**

- We planted trees on the desert roads.

##### **Ambassador for S3Geeks**

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#### **Skills:**

##### **Languages:**

- Arabic (mother tongue)
- English (Good)
- Turkish (the basics)

##### **computer skills,**

- Office.
- Search online.
- photo editing.
- Design using Canva.
- Videos editing.