

Manal Saleh Shaaban Osman

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Objective

I'm Ambitious , I graduated from Faculty of Commerce Accounting Department .
I'm looking for a suitable job for my ambitions

Work Experience

- Now I'm working for Amer Group for Press

My Responsibilities are :

- Preparing Purchasing
- Sales Account - Sale invoice- customer's Account
- Value - added tax
- Withholding Tax
- Payroll
- Expenses analysis.
- Bank
- Payroll Tax Sheet

- **(From 2015 To 2017)** I Worked accountant at El Qawasmy Company

My Responsibilities are :

- Prepared Supplier's Account on ERP Systems and Excel
- Received Vendor Invoice and Revision it
- Recorded With-holding Tax Payable
- Prepared Supplier's Statement
- Prepared trial Balance
- Recorded other revenues
- Revision inventory on ERP System comparing hander inventory

- **(From 2014 to 2015) I trained in accounting office**

Educational background

BSC of Commerce - Accounting Department

Faculty of Commerce - Cairo University

Graduation Year : 2011

Cumulative Grade : Good

Certificates and courses

- I'm Currently Taking a diploma Course in International Financial Accounting Standards (IFRS)
- ORACLE Financial course at Cairo University
- Basics of Banking with Dr. Emad Kattara
- English course - Berlitz .
- **PA**: Professional Accountant at Cairo University.
- Computerized Accounting (Excel, Peachtree, QuickBooks) at Cairo University.
- **HR**: from ORO Education Academy include Programming language
- **HR**: from ORO Education Academy include Program of Secrets of superiority and the right decision.
- **HR**: from ORO Education Academy include Program of Interview skills and Body language.
- **ICDL** – Endorsed by ministry of Communication and information Technology
- Forsa program Sales & Marketing& Customer service& IT & soft skills

Personal Skills

- Team Worker
- Work Under Pressure
- Respect work Rules
- Fast Learner
- All skills gained through my work

Computer Skills

- Very Good MS – Office User (Excellent in Excel, Word)
- Very Good Internet User
- Very Good Peachtree , Quick Books , Retail Power , ORACLE

Languages Skills

Arabic	: Native
English	: Good

Personal Data

- Place of Birth : Giza.
- Date of Birth : 02-11-1989.
- Gender : Female.
- Marital Status : Single.
- Nationality : Egyptian.

- Religion : Muslim.