

Salma Yassin Mahmoud Ibrahim

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Objective: -

I'm seeking for a job opportunity as an accountant where I can apply my previous experiences, my dedication and positive attitude to help the company to achieve its goals .

Education: -

- May 2021 Bachelor degree of commerce - Ain Shams University.
- Major: Accounting.
- Grade: very good.

Work Experience:-

Aug 2023: Now Accountant & Auditor , Al Kassem Office for Accounting and Auditing – Online

Job Description :

- Monitoring and preparing the documentation cycle for the company .
- Participating in the preparation of financial statement.
- Preparing a revenue and expenses cycle .
- Preparing a report for gross profit .
- Making payrolls .

- February2022 :May2023 Adman Specialist at Upedia for Online English Courses

Job Description :

- Welcome the new students and answer their questions .
- Follow up on department objective .
- Answer student question regarding events and courses prices and content .
- Informing students with course start dates and weekly updates
- Run the assigned classes and help the students
- Answer phone calls .

- April 2018: May2021 Accountant and Auditor , Al Kassem Office for Accounting and Auditing .

Job Description :

- Recording in the accounting books (American Journal - Revenue and Expenses Journal) .
- Participating in the preparation of financial statement.
- Preparing accounting journal entries.
- Creating an accounting cycle .
- Supervision and follow up accounting books.

Internships Experience: -

- September ,2020 Virtual Training , Industrial Development Bank
- August ,2019 **Customer Service** , Faisal Islamic Bank

Courses:-

June202: Now	Graphic (online course) – Kayan.
Feb 2024: April2024	Digital Marketing (Online course) – Kayan .
December, 2021	Job searching track (Online course) – Ministry Of Youth and Sports Egypt
December, 2021	English for Business and Entrepreneurship (Online course) - U.S. Department of State .
December, 2021	English For Career Development (Online course) – U.S. Department of State.
December, 2021	Introduction to Business Management(online course) – King's College London
July2020 : Aug2020	Business English – Pre Intermediate Level – The American University In Cairo.
September, 2018	ICDL course - Ain Shams University – Microsoft office .

Language skills: -

- English: - very good (Reading , Writing , Listening and Speaking) .

Computer skills: -

- Very good user of Microsoft office (Word, Excel, Power point).

Personal skills:-

- Leadership skills
- Multitasking.
- Teamwork
- High level of accuracy
- Workaholic .
- Communication skills .
- Presentation skills.
- Fast learner.
- Self -motivation.
- Time Management.
- Critical thinking.

Personal Information: -

- Age : - 25 years old
- Marital status: - Single
- Military status: - Does not apply.
- Public Service : Performed, Feb 2023 : Feb 2024.