Asmaa Sayed
Junior Accountant

Phone: 01028610633
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Location: Assiut, Egypt

Professional Summary
Junior Accountant with 6 months of hands-on experience in a legal accounting office. Skilled in electronic invoicing, tax returns preparation, journal entries, and financial statements review. Strong academic background in accounting with practical banking training and basic knowledge of ERP systems, particularly Odoo.

Education
Bachelor of Commerce – Accounting Department
Graduation Year: 2025

Professional Experience
Junior Accountant – Legal Accounting Office (6 Months)
• Electronic invoicing preparation and review
• Tax returns preparation assistance
• Recording journal entries
• Reviewing financial statements

Training & Certificates
• Summer Training – Banque Misr (2022)
• Scientific workshop participation: Financial Inclusion, Sustainability & FinTech (29/10/2022)

Skills
• Microsoft Excel
• Microsoft Word
• Accounting Principles
• Electronic Invoicing
• Tax Returns
• ERP Systems (Basic – Odoo)

Languages
English: Good