Aʿlaa Mahmoud Mohamed

Address: El salam 2, NO 168, building NO.102, Flat NO.1, Suez, Egypt.
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Email: aalaamahmoud156@gmail.com

❖ Personal information:

• Date of birth: **26/04/1999**

• Gender: **Female**

• Nationality: **Egyptian**

• Marital status: **engaged**

❖ Education:

- Graduated from **Suez University, faculty of commerce, Accounting specialty.**

• **Grade of graduation**: **Very Good.**

• **year of graduation**: **2021.**

❖ Experience:

- **WORK at accounting office: 7/2023 – until now**

accountant

- prepare electronic tax invoices.
- recording on the electronic invoices system.
- submitting tax returns monthly.
- check the files of value-added financiers.

- **WORK at pharmacy: 1/2022 – 7/2023**

casher and sales assistant

- All cash transactions.
- transactions with sales representatives of pharmaceutical co.
- transactions with customers.

❖ Skills:

- Good at learning new skills and gaining new experiences.
- Have the flexibility to deal with urgent situations.
- Good at group work and also working individual.
- Language skills: Arabic (native) & English (good).
- Computer skills: ICDL course & Excel advanced course.

"Yours Sincerely"

Available upon request & Updated at 31/05/2024