AMIRA MAGDY ABDELAZIM

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Cairo, Egypt.

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Objective

To engage in a career that will allow for progress in terms of expertise. To advance my career as renown charted accountant.

Experience

Trainee auditor at the accounting advisor office – Heliopolis (Jan 2020 – Present).

Education

- **Bachelor degree accounting form Ain shams University (2019)**
- **Major :good**

Relevant Courses

- **International Computer Driving license (ICDL):**

Cairo university (2019).

Language Skills

- **English: Good (Spoken & Written).**
- **Arabic: Mother tongue.**

Computer Skills

- **Good user of Microsoft Office (Word, Excel & PowerPoint).**

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Work Experience

- **External auditor (contraction companies- import companies- real estate development companies - real estate marketing companies)**
- **Collection and accounting of financial and accounting**
- **Preparation of financial lists and reports**
- **Documenting financial movements and records**
- **Analyze financial data**
- **Financial preparation, analysis and documents for tax examination**
- **Preparation of tax returns(income tax -vat tax -payroll tax - with holding tax)**
- **Work on invoicing portal**

Personal skills

- **Fast learner, energetic & reliable.**
- **Calm in handling stressful situations.**
- **Team Player with Excellent communication skills.**
- **Hard worker & able to work under pressure.**
- **Self-learning.**
- **Able to understand people quickly.**

Personal Data

- **Date of Birth: 8 of august 1992**
- **Nationality: Egyptian.**
- **Marital status: single.**

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