Manar Khaled Shaaban Fahim

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CareerObjective:

Person who is looking for a full-time vacancy by which I can widen my auditing and accounting Experience, get professional certificates, my skills regarding accounting and details orientation can be improved, so I can be a legal accountant.

Education:

- Diploma in Accounting-Cairo University (In Progress)
- Bachelor of commerce -faculty of commerce, Cairo University, Accounting Major (May 2022).
- Grade: Very Good with honors (91.34%)

Work Experience:

General accountant at Office for Accounting and Auditing (May2023 -Present):

Brief of my job duties and responsibilities**:**

- Monitoring VAT inspections.
- Managing the standardization system for payroll tax calculations.
- Preparing annual income tax returns.
- Submitting payroll declarations (Form 4) and annual settlements (Form 6).
- Submitting withholding tax returns(Form 41).
- Calculation and submitting monthly accrued VAT (14%).
- Dealing with the electronic invoice portal and uploading invoices on it.
- Preparing inventory item cards.
- Managing production equations for industrial companies.
- Analysis of Administration and Operation Expenses.
- Preparing trial balances, financial statements and accompanying notes.
- Recording journal entries for financial transactions on the American Journal.

Training and Courses:

- Training as an accountant at family home factory (Feb: May2022).
- English course(10/2022:11/2022).
- Computerized Accounting Course (8/2022:10/2022).
- Hawamdia Machinery & Equipment Factories (Aug/2021).
- Ahmed Awad Accounting Office (8/2020:10/2020).
- Training Course on Soft Skills (Aug/2020).
- Excel Course at Resala charity (Sep/2019).
- Maicrosoft office course at Ministry of Youth and Sports (2019).

Computer Skills:

- Microsoft office (word-Excel-Power point)

Student Activities & Volunteering :

- Volunteered as member HR at YLY (Ministry of Youth and Sports):(2022).
- Participated as a member OR at Dream Tomorrow (5/2020: 10/2021).
- Participated as a delegate banking at Our Vision,(2/2020:5/2020) .
- Participated as a delegate HR at Our Vision,(2019).

Language skills :

- Arabic: Native language.
- English: Very Good(Reading, writing) /Good (speaking, listening).

Personal Skills:

- A hardworking person.
- Multitasking person with the ability to meet deadlines.
- Communication skills.
- Pay close attention to details.
- Ability to adhere to project delivery deadlines.