Asmaa zakaria Ghoniem

Mobile: 01224260901

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Address: 7 karam street from Ishak Street -shods -Alexandria

Nationality: Egyptian

Birth date: 1/10/1990

Marital Status: Married

Career Objective:

Continues development to achieve best results in minimum time with keeping Accuracy and Workmanship.

Education:

Alexandria University

Bachelor of commerce -Accounting Department

Grade: good

Sep. 2007- June 2011

Experience:

- **Tax Accountant**

Green Clean for complementary services Sep 2020 – Dec 2024

- **General Accountant**

Continental Trading& Shipping Egypt Aug 2015– Sep 2020

- **Customer service**

Meternate shoods Hospital Aug 2014 –Jun 2015

- **Customer service**

El 3elm al zahby Educational Center Jan 2013 –Apr 2014

Computer skills:

- ❖ Proficiency Using Computer: Microsoft office
- ❖ Proficiency Using Excel in preparing Main Reports by Functions and Formats such as (if, sum, sum if, VLOOKUP, HLookup, etc.)
- ❖ Proficiency Using Internet (outlook, smarter mail)
- ❖ speed Data entry

Specialized Courses:

- ❖
- ❖ ICDL COURSE - Institute of Information Systems of the Armed Forces
- ❖ American Language Course - Institute of Languages for the Armed Forces
- ❖ Qualified Accountant Diploma - Eaac group for Training &consultancy
- ❖ Accounting Excel Course - Eaac group for Training &consultancy
- ❖ Tax accounting course - Eaac group for Training &consultancy

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Languages:

- ▪ Arabic: mother tongue
- ▪ English: Good

Accounting Skills:

1) preparation of accounting cycle (general journal, post to ledger, prepare trial balance, income Statement and balance sheet.
2) Preparation of the payroll.
3) preparation of the year-end adjustment restrictions.
4) Preparation of the list of inventory depreciation by conventional methods.
5) Preparation of all tax returns, recommend tax strategies that are consistent with business objectives Prepare the necessary files for tax audit procedures.
6) Accounts receivables and accounts payable.

—Personal Characteristics:

- ▪ Good researcher
- ▪ Team worker
- ▪ Quick learner
- ▪ Hard worker
- ▪ Flexible and team player