Bataa Attia Yousef Abdelmeged

El Minya, Egypt

+201283013722

(What's app)+20 11 26118827

Battaattia51@gmail.com

OBJECTIVE

seeking a challenging position in the accounting field. offering strong skills in accounting ,Windows and Microsoft Office applications (Excel, Word, PowerPoint). I aim to develop and organize my skills in accounting and human resources.

EDUCATION

Faculty of Commerce, English Section, Beni-Suef University

- Degree: Good
- Graduation Year: 2024
- Major: Accounting

COURSES

- HR Management (2022)
- English Language Course at British Foundation (2022)
- MOS (Microsoft office specialist) (2023)
- Sales kPIs and data analysis course (2025)

TRAINING

- Trainee at The Office of Legal Accountant Mostafa Shehata Al- Hawari (2024)
- Trainee at Banque Misr (2022)
- Trainee at National bank of Egypt (2021)

experience

- Treasury accountant at Zamzam Industrial Warehouse in Minya from November 2024 to April 2025

Accounting Tasks:

- Managing daily accounts: Recording all financial transactions (revenues, expenses, invoices).
- Preparing financial reports: Submitting monthly and annual reports on the financial position.
- Bank reconciliation: Matching bank statements with accounting records.
- Invoice management: Following up with clients and suppliers regarding invoices and payments.
- Payroll processing: Preparing payroll sheets, bonuses, and deductions.
- Internal control: Ensuring the accuracy and validity of financial documents before approval.
- Budget preparation: Contributing to the preparation of the annual budget.

Administrative & Organizational Tasks:

- Scheduling: Preparing schedules for meetings and daily/weekly tasks.
- Internal communication: Coordinating between different departments to ensure smooth workflow.
- External communication: Handling official correspondence with clients and suppliers.
- Document management: Organizing and maintaining files and records systematically.
- Task follow-up: Ensuring that assigned tasks are completed according to the timeline.
- Administrative support: Assisting the manager or team by organizing meetings and writing minutes.

- Priority management: Identifying urgent tasks and following up to avoid delays.

PERSONAL SKILLS

- Focused and organized Effective teamwork
- Strong communication skills High level of commitment
- Self-motivated Fast learner
- Excellent time management Leadership capabilities
- Strong problem-solving skills

LANGUAGES

- Arabic: Native
- English: Proficient in writing, reading, and speaking

PERSONAL INFORMATION

- Date of Birth: April 1, 2002
- Marital Status: Single
- 201283013722