Aya Taha Hassan

Phone: 01003429616 | Email:aya637239@gmail.com | El Minya

LinkedIn: linkedin.com/in/aya-taha-115a52277

Objective

A Bachelor of Commerce graduate majoring in Accounting, with hands-on experience in financial operations, ERP systems, and customer service. Eager to contribute to a dynamic bank environment by applying analytical skills, attention to detail, and knowledge of financial systems.

Education

Bachelor of Commerce - Beni Sueif University | June 2024

Major: Accounting (English Section)

Cumulative Grade: Good

Experience

Accountant - Al-Qaed Group | Feb 2025 - Present

- Manage financial records and monthly reports
- Handle accounts payable/receivable and payroll
- Perform bank reconciliations and cash disbursements

Accountant - Smart Secondary School | Jul 2024 - Feb 2025

- Recorded entries using ERP
- Managed vendor and customer transactions
- Handled payroll and reconciled cash balances

Customer Service Rep - Vodafone (Ora Comm.) | Jun 2022 - Sep 2022

- Delivered excellent customer support
- Resolved complaints based on policy and customer needs

Internships

- QNB - Summer Internship | 2023
- CIB - Banking Operations & Financial Services | 2022
- Banque Misr - Rowad Online | 2022

Courses

EBI (Egyptian Banking Institute) | 2023

- Intro to Credit
- Financial Literacy
- Entrepreneurship Programs

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ICDL - Nabraas Online | 2022

- Microsoft Office (Excel, Word, PowerPoint, Outlook)

Skills

- Microsoft Excel, Word, PowerPoint
- ERP Systems
- Financial Reporting & Journal Entries
- Communication & Problem Solving
- Customer Service & Teamwork

Languages

Arabic: Native | English: B2