HEBA NAZEH MOHAMMED AHMED ELKOHLY
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• OBJECTIVE

seeking for a Position in which I would be a part of a strong growing corporation in Financial Department, where my educational background and interpersonal skills would be both utilized and developed, in order to fulfill my aims.

Experience

Accountant – Finance Department jan2024– Present

At El-Tony Company for constructions

- **Payroll system**
- **Establish and maintain fiscal files and records to document transactions**
- **Preparing cost analyses by interpreting project's financial data and information**
- **Review project bids and estimates to ensure accurate price quotes and project scheduling**
- **maintain construction management system, including setting up projects, job costs, cost codes, contracts, change orders, purchase orders, and various construction progress reports**
- **Prepare materials related to construction and cost accounting matters for internal and external auditors**
- **Recognize revenue appropriately throughout the course of the project**

Telecome Egypt 6/2022- 10/2022

Technical support Cairo bank 8/2021- 9/2021. (Trainee)

Misr bank 6/2021-8/2021 (Trainee)

Cib bank 8/2020-9/2020. (Trainee)

Misr bank 6/2019-8/2019. (Trainee)

skills

Accounting Skills

- **Grasp of basic and intermediate accounting principles**
- **-Monthly closings and preparation of monthly financial statements Record journal entries**
- **-Complete general ledger operations**
- **-record journal entries**

Computer Skills:

Excellent Knowledge of Microsoft office and Internet.

Language Skills:

Good command of both written and spoken English.

Personal Skills:

- Quick learner - Hard worker - Task oriented

- Teamwork - Effective - Self motivated

Graduation year and education

Education

- **Faculty of commerce English section, Benha university , accounting department**
- **Grade: excellent with honour (%90.85)**

Graduation year:2022

Courses

- **English course (AUC)**
- **Excel for accounting**
- **Icdl& ic3**
- **Soft skills**
- **Photoshop**