Ashrakat Sabri Saad Al-sayed

Fresh graduate accountant and data entry

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Summary

▪ I am a fresh graduate accountant and Iam a volunteer data entry clerk. I have been training in the field of auditing at Faisal bank . I have some experience in Excel and ERP specially Oracle.

EXPERIENCES

Volunteer data entry clerk at Savinglife team at Resala since July 2022 -

▪ Enter donor data into the system, donation dates, call entry and data editing
▪ Follow up on data entry with new volunteers and help them solve problems they face in the entering process

Education

Bachelor degree of accounting - Faculty of commerce English Section-Mansoura University from 2020 to 2024 -

, Grade : very good

Languages

English B2 Very Good

Skills

, Proficient in financial reporting and compliance, ensuring accuracy and adherence to regulatory standards , Advanced knowledge of Oracle and Excel for effective accounting solutions. , Conducting financial reports to review work results and make improvements. , Familiarity with accounting operations such as preparing budgets, financial statements, the payroll process for employees, and entering invoices and receipts. , Strong organizational and communication skills to facilitate teamwork and efficient reporting. , Hard working , time management , meeting deadlines and passion for learning new objectives

Courses

▪ Soft skills from Microsoft and the Ministry of Youth and Sports - January 2021
▪ AI from Microsoft and the Ministry of youth and sports- January 2021
▪ emotional intelligence from Edrak academy - February 2021
▪ business English from Edrak academy - July 2021
▪ Interactive English course form Edrak academy - june 2022
▪ IBM financial markets and banking from IBM- March 2022
▪ Excel and word self study from YouTube and learning platforms
▪ Oracle from the Ministry of communications -from October 2024 till now
▪ introduction to ERP systems from altimate academy - December 2022

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Training & internships

- Bank Misr virtual internship 2021: Learning about banking services and departments within the bank and the role of each department
- Bank Misr virtual internship 2022 : Learning how to apply technology in the banking sector through electronic wallets and internet banking
- CIB virtual internship 2022: Learning about the concept of entrepreneurship and how to transform a project from an idea to a reality on the ground and financing methods
- CIB virtual internship 2023: Learning about making money online through freelancing, its platforms, how to deal with the client, and how to start your first project.
- Faisal bank internship 2023 : Identify the bank departments and the mission of each department and carry out some tasks such as the ledger, reviewing transactions with customers, reviewing deposit and withdrawal operations from the ATM, and financing stages.

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