ISLAM HASSAN

Financial Accountant

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LinkedIn:
Current Location: Cairo, Egypt

Summary: I am an accountant passionate about AI and Data Analysis/Science. My career began as an Administrative Assistant, where I developed management, critical thinking, and problem-solving skills. To advance my career, I earned a diploma in Entrepreneurship from the University of Virginia, a certification in AI and Data Analytics from ALX Middle East Academy and studied Entrepreneurship at McKinsey Forward Academy. Currently, I am pursuing a General English Diploma at AUC and will start a Career Certificate in Accounting and Finance next August. These steps will equip me to excel in diverse professional settings.

CORE COMPETENCIES AND SKILLS

- Financial Accounting
- AI Prompt Engineer
- Generative AI Engineer
- Business Analyst

EDUCATION

- **2010-2014**
  Bachelor of Information Systems
  El Gazera Academy
  Major: Information System
  GPA: Very Good

CERTIFICATES

- **Entrepreneurship**
  Virginia University "In Progress"
- **AI Career Essential**
  ALX Africa "8\2024"

LANGUAGE SKILLS

- Arabic - Native
- English – B1C

COMPUTER & AI SKILLS

- Generative AI Tool
- Generative AI ART tool
- LLM AI Tool
- Microsoft Office

WORK EXPERIENCE

Accountant **01/2024– Present**
Star Machine For Importing packaging And Production, Cairo,Egypt

- Maintaining accounts receivable, document bills and supporting documentation.
- Maintaining accounts payable and ensuring timely payment of invoices, confirming validity of the debt and gathering appropriate signatures.
- Updating financial records via accounting software.
- Gathering payroll expenses and input into appropriate entry line
- Preparing quarterly budget under the purview of senior management
- Analyzing financial statements and prepare balance sheets.

Data Entry Specialist **06/2020 – 12/2023**
Talal Abu-Ghazala Global, Cairo- Egypt
Subcontract Project

- Spearheaded a yearlong project converting PDF to Word, ensuring meticulous formatting and linguistic accuracy.
- Managed the linguistic review and correction of drawings, preparing them for digital upload to the website.
- Implemented an organized system, confirming and numbering files in Excel, contributing to efficient project tracking.

Administrative Assistant **12/2016 – 05/2020**
Egymed, Cairo- Egypt

- Managed insurance applications with precision and policy adherence.
- Formatted professional Word files with the company logo.
- Executed diverse administrative tasks, including data entry.