Erin

**General Accountant**

**Contact Information**



**Sharjah**

E-mail:

Erin.129060@2freemail.com

**CAREER OBJECTIVE**

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A progressive position with a leading company, seeking a challenging position as an **Accountant** or **Receptionist** or **KG Teacher** with a rapidly expandingcompany; that may use my knowledge & experience to achieve its goals and to have a chance to play a dynamic and motivated role within an impressive team

All my previous jobs I was doing my work in a perfect way which makes me happy and satisfy, I considered that the biggest achievement and I still achieving this.

-Good team player

-Can work under pressure

-Can do several tasks

-Very caring about work

-Looking forward to be an effective part in a well reputed company

**PROFESSIONAL EXPERIENCE**

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***Hart Bernstien – UAE*** ***November, 2010 – Up to date***

General Accountant **Dubai, United Arab Emirates**

**Main Responsibility:**

* Making Quotations & Purchase Order for Customers.
* Preparing Invoices.
* Making Journal Entries & General Ledger.
* Preparing Bank Reconciliation.
* Making Financial Monthly Reports (Trail Balance & Balance Sheet).
* Preparing Ageing Analysis and estimation of provision required.
* Preparing Salaries of Employees.
* Entering invoices, prepare journal entries for adjustment, processing all co. expenses (salaries-rentals, electric-water-telephone bills).
* Account and Payment public taxes, sales taxes using excel pro.
* Responsible about various suppliers, customer’s checks.
* Good communications skills, can maintain good interpersonal relation.

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***Dar Sara Fashion Show*** ***June, 2010 – October, 2010***

Assistant Accountant

**Main Responsibility:**

**Dubai, United Arab Emirates**

* + Making sales invoice.
	+ Collecting the money from customers.
	+ Monitoring stock levels & Purchase order limits in cooperation with the Storekeeper.
* Updating stock records according to adopted accounting method.
* Making Journal Entries & General Ledger.
* Entering the data on the computer by the program **Peach Tree.**

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***Computer Skills***

* Long experience of using windows- based network & Microsoft Windows XP & Vista + 2003 server & office Software (Excel, Word, power point, access, Outlook, and Internet surfing), hardware troubleshooting and client technical support.

Experience with **Peach Tree** **& Sage** **Account software System** **Programs.**

***Language Skills***

* **Arabic:** Mother Tongue
* **English**: Good
* **French** : Fair

**PERSONAL INFORMATION**

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**Birth date:** 01 May , 1988

**Gender:** Female

* **Marital Status:** Married
* **Nationality:** Egyptian
* **Visa status:** Husband`s Resident

**EDUCATION**

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* **Bachelor of Commerce.**
* **2005–2009 Faculty of Commerce, Accounting Department ‘’ Alexandria**

**University ‘’**

* **Graduation Grade: Good.**

**References**

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Will be provided upon request