Eman

**OBJECTIVE**

To contribute relevant experience and education background to my working field (paralegal -legal assistant – Accounting ,Billing ) and prove my skills

**WORK EXPERIENCE**

**Accountant in a Legal Consultants in Dubai**

**December 2015 – October 2018**

* Handling accounting transactions, billing and invoicing
* Secretarial and civil department secretarial support (familiar with Dubaicourt system ,and Rental cases system)
* Assist the lawyers with drafting, filing, emailing process
* Maintain physical & electronic filing systems
* Perform tasks as lawyers first point of contact with people from inside and outside the firm
* Attending meetings and preparing minutes of meetings in an efficient way
* Carry on salaries transfer using WPS system in banks
* Handling the quarterly report of VAT and submitting it periodically through FTA system
* Preparing reports for the purpose of weekly and monthly update of the progress in each case separately (using excel sheets)

**General Accountant in Egypt**

**January 2011 – September 2013**

* Billing and invoicing
* Bookkeeping of daily ,monthly and yearlytransactions(mainly ledger and income statement and daily expenses)
* Updating each client's information through a program designed for the company's invoices and bookkeeping
* Contacting clients for collection purposes and introducing new products

**Call Centre Agent (Customer Service) in Egypt**

**July 2010 – September 2011**

* Handling customer's inquiries ,requests and complaints while maintaining accuracy and efficiency
* Business mailing ;contacting with back office in case any complaints need escalations
* Performing multitasks in same time (handling call, entering summary of the call through the system. Following the steps of handling a call as ordered)
* Preparing some reports required in case of large number of complaints in same issue mentioning number and details using excel

**EDUCATION**

University Degree: Bachelor Commerce

University: Menofia University-English Section

Faculty: Commerce

Major: Accounting

Graduation Year:​​ 2007

**LANGUAGES**

Arabic: Native

English: Very Good

**TRAINING**

* Electronic Accounting.
* Database Programmer Using Microsoft Excel and Microsoft SQL 2005 At RAYA academy – October 2008 – April 2009
* ICDL
* 4 English level Certificates from Berlitz Center
* Communication and Soft Skills certificate from Raya Academy

**KEY SKILLS**

* Communicate facts and ideas clearly both orally and in writing.
* Effective delegation of tasks and responsibilities.
* Quickly learn procedures and methods.
* Work well in a high pressure environment.
* Good interpersonal, presentation skills
* Good verbal & written communication skills

**KEY TECHNICAL SKILLS**

* Excellent typing skills (Arabic & English)
* Excellentcommunication Skills
* Advanced Microsoft Office skills
* Ledger, accounting standards

Personal Details:

Date Of birth: 29-09-1986

Marital Status: Married

Visa Status: Residence

Car License: Under progress