**Curriculum Vitae**



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| **Name** | **: Mina**  |
| **Date of Birth** | **: 16th of May 1992** |
| **Marital Status** | **: Single** |
| Email:  | : mina.307375@2freemail.com  |
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5 Years Gulf Experience (Dubai, UAE)

**Objective**

I`m seeking To be a part of a Prestigious and Luxurious Company where I can use my knowledge and skills that I accumulated in my previous work place. I am eager to share my experience with the team, and make sure that the company’s goals are met.

**Educational Qualifications**

* **Bachelor: Degree from Alexandria university**
* **Faculty :Commerce - English department**
* **Major :Accounting**
* **Graduation year :2012-2013**

**Certificates**

* **English Conversation courses at the Arabic academy for training & consultancy.**
* **Duration: 2011- 2012**

 **The Training covered the following:** English Conversation skills.

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* **Course Name: ICDL**
* **Duration: 2009**
* **The Training covered the following:** Word, Excel, Power point, front page, Outlook

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**Work Experience**

**Regional Requisition to Pay Specialist**

**Company's Brief: a** Multinational Pharmaceutical Company

* **Perform the three way PO matching & recording supplier’s invoices for various products & services.**
* **Recording of non-PO invoices & insuring proper Accounting treatment**
* **Develop, prepare, analyze and communicate regional KPI management reports to Finance Head of MENA on a monthly basis**

 **Review journal entries and account reconciliations, prepare account reconciliations**

* **Review monthly actual versus target KPI variances and ensure proper resolution and/or explanation of variances**
* **Participate in Month-end financial closing and reporting process (Prepare accruals, prepayments and other journal entries as required) and complete related accounts analysis and reconciliations (Accruals, Prepayments, .. etc. reconciliations).**
* **Assist with external audits as requested.**
* **Reconciling vendor accounts**
* **Preparing Control Sheets for the payment run**
* **Booking intercompany transactions**
* **Performing all kinds of accounting transactions**

**Chief Accountant**

**Diwan Arabia Translation Services (2016 to 2017) in Dubai**

 **Preparing quotations and issuing invoices**

* **Handling petty cash**
* **Handling accounts receivables and dealing with clients to verify and collect the outstanding balances**
* **Handling accounts payables and dealing with suppliers for preparing payments against the outstanding balances**
* **Reconciling bank accounts**
* **Recording Daily transactions in Tally Software (Sales, Purchases,**
* **Payments and Receipts….etc.)**
* **Produces payroll by initiating computer processing; printing checks, verifying finished product**
* **Prepares and records asset, liability, revenue, and expenses entries by compiling and analysing account information.**
* **Produces payroll by initiating computer processing; printing checks, verifying finished product**
* **Preparing cash flow forecasting**
* **Preparing cheques for the suppliers**

**Chief Accountant**

**San Marco Group of Companies from (2014 to 2016) in Dubai**

Company's Brief: local Wholesale and Retail Company

* **Professional in using Tally.ERP 9**
* **Prepares and records asset, liability, revenue, and expenses entries by compiling and analyzing account information.**
* **Maintains and balances subsidiary accounts by verifying, allocating, posting, reconciling transactions; resolving discrepancies.**
* **Summarizes financial status by collecting information; preparing balance sheet, profit and loss, and other statements.**
* **Produces payroll by initiating computer processing; printing checks, verifying finished product**
* **Completes external audit requirements by analysing and scheduling general ledger accounts; providing information for auditors.**
* **Protects organization's value by keeping information confidential.**
* **Reconciling bank accounts.**
* **Reconciling inter parties between all the Groups.**
* **Recording Daily transaction in the software (Sales ‘Purchase ‘Payments ‘Receipts … etc. )**
* **Dealing with Suppliers and Customers to provide a report for our Payables and Receivables**



**Trainee at Alex Bank (2011 to 2012)**

**Job over view**

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* + - Handle face-to-face contacts with new and established customers
		- Making sure that all customers are welcomed at the bank
		- Responsible for assisting in the development of sales goals, personally achieving those sales goals, and assisting in ensuring staff achieves sales goal
		- Participate in training and meetings on operation issues with branch management and staff
		- Ensuring high quality levels of customer service
* **private instructor of math (2012 to 2013)**
	+ **Duties**: teaching student pure & financial math.



**Languages**

* **Arabic** Native Language
* **English** Excellent in professional and social environment

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|  | **Computer Skills** |  |
|  |  **Computer Skills:** Very Good |  |
|  **Microsoft Office :** Word, Excel, PowerPoint, Outlook, Windows and Internet |  |
|  |  |
|  | Browsing |  |

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|  |  |  | **Relevant Skills** |  |  |
|  |  | Excellent mathematical and logical reasoning skills |  |  |
|  | Ability to handle multiple-tasks |  |  |
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|  | A Team Player |  |  |
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|  | Dealing with different kinds of customers and handling their needs successfully & |  |  |
|  |  |  |  |
|  |  |  | cheerfully |  |  |
|  |  | Ability to analyze and solve problems |  |  |
|  | Strong communication and presentation skills |  |  |
|  |  |  |
|  | Appreciate responsibility and aspire to learn more about various fields of |  |  |
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|  |  | interests |  |  |
|  | Familiar to working under pressure |  |  |
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|  | Very good MS Office skills (Word, PowerPoint and Excel). |  |  |
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|  | Excellent command of spoken and written English |  |  |
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**NB.**I am a very organized, self-motivated, team oriented, communicative individual, who isable to work under pressure and meet deadlines