



**Mina Maged  
Kamal  
(Assistant  
Accountant)**

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## OBJECTIVE

Seeking for a good position in Business field and willing to add value to that field.

## EDUCATION

- Bachelor of English Commerce, Ain Shams University.(2018-2021)
- Major: Accounting Department.
- Accumulative Grade: 88.45% (Very Good with honor degree).
- Graduation Grade: Excellent.

## PROFESSIONAL EXPERIENCE

June 2023 – November 2023 | AR Accountant | AM Group Misr for Import and Commercial Agencies (Dolphin Tuna and Coffee break), Egypt.

- Conducted customer revision & auditing processes to ensure timely payment of invoices.
- Reviewed sales orders to check their due date and took appropriate actions.
- Cancelled payments made by salesmen through their PDAs for sales orders paid via Fawry.
- recorded expenses transactions entries and POS and checks on the system.
- Prepared and presented reports to the next Managerial level.

January 2021 – January 2022 | Call Center | Banque Misr, Cairo, Egypt.

- Responsible for solving customer problems and answering their inquiries.

July 2017 – September 2017 | Seller | Nermen Shoe Shop, Mansoura, Egypt.

## COURSES AND TRAININGS

- 28<sup>th</sup> June - 2<sup>nd</sup> July, 2020 | Customer Service Course | American Chamber of Commerce, Egypt.
- 26<sup>th</sup>-30<sup>th</sup> September, 2021 | Marketing Course | American Chamber of Commerce, Egypt.
- 19<sup>th</sup> -23<sup>th</sup> September, 2021 | Supply Chain Course | American Chamber of Commerce, Egypt.
- 2020/2021 | Trainee | Pioneers Securities, Cairo, Egypt.
- 23<sup>rd</sup>-27<sup>th</sup> August, 2020 | Virtual Employability Skills | Aspire Training Solutions, Cairo, Egypt.
- Relation between (Banks) and (SMEs ) Course from Egyptian Banking Institute.
- Financial Plans Course from Egyptian Banking Institute.
- Banker's Lounge Academy (Dr Emad Katara) Banking and financial inclusion diploma.

## SKILLS

- Language: • Arabic: Native language. • English: Very Good • French: Practical knowledge.
- Computer Skills: • Microsoft Office & Outlook • Adobe acrobat. • Microsoft dynamics AX.
- Soft Skills: • Team work. • Following directions. • Hard worker, flexible • Presentation Skills.

## VOLUNTEERING

- 2020 - 2021 | Economics Participant | AIBE, Ain Shams University.
- 2020-2021 | HR Volunteer | Youth Leading Youth (YLY), Cairo, Egypt.

## PERSONAL INFORMATION

- Nationality: Egyptian • Date of Birth: 28/10/1998 • Gender: Male • Military Status: Completed.
- Marital Status: Single.

References available upon request.