

Aya Gamal AbdelSaterAbdelMajeed



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Objectives

Seeking a challenging position in a growth-oriented organization, which offers diverse jobs responsibilities in Accounting field and will utilize my technical abilities to benefit my team, develop my career and improve myself.

Personal Information

Marital Status: Single

Birth Date: 16th March 96

Place of Birth: Egypt- Asyut

Nationality: Egyptian

Education

- **Bachelor Degree** in Commerce (Year2021)
" Accounting Section "

Work Experience

1- AlTayseer international for mills, Ghareeb group, Assiut.

Treasury Accounting

April 2021–May 2023

- Monitoring the treasury's movement on a daily basis and recording its entries. Disbursing cash amounts according to the disbursement plan.
- Disbursing any amounts after approval by the financial manager.
- Receiving and recording revenues.
- Recording any payment or receipts movement.
- Follow up on bank balances and their movement.

2- AlBadrdrawy for Trading, Assiut.

Accountant

Aug 2018 – March 2019

- Follow up on treasury movement.
- Track the movement of imports and exports and record them in Excel.
- Recording daily payments and receipts.
- Paying salaries to employees.

3- Opera Nile Cruise Hotel, Assiut.

Receptionist

Dec 2017 – July 2018

- Welcoming visitors and customers

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- Answering phone calls and emails
 - Carrying out all office tasks and administrative tasks
 - Monitoring and reporting people and visitors with suspicious or unusual activities
 - Maintain records and data entry
 - Doing printing work
 - Preparing and submitting reports
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Skills

- Conversation skills
 - Administrative Development
 - Leadership
 - Time Management
 - Human Resources
 - Administrative Communication Skills
 - English Conversation Level 1,2 & 3
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Software Skills

- ERP Business Software
 - Microsoft Office
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Languages

- Arabic
 - English
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