

Samar Mohamed Shehata Mohamed Kassem



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PERSONAL INFORMATION :

Date of birth: March, 16, 1986
Marital status: single

Nationality : Egyptian
Place of birth : El Beheira

Education and Qualifications :

Faculty of Commerce Accounting Section
University of Tanta
Grade : fair – 2007

Objective :

- **LANGUAGE SKILLS :**
English: good
Arabic: mother language .
- **COMPUTER SKILLS :**
Microsoft office including Word, Excel and PowerPoint
Good Internet skills .
- **ENGLISH COURSES :**
I studied at International British Institute .

EXPERIENCE :

1-Work at Ayad co For Engineering Consultants, Trading & Contracting :

- General registration books and the book of daily inventory and general ledger and the journal American.
- Follow-up and review abstracts and follow up letters of guarantee.
- Review all accounts of the company.

2- Work at Veta pharm Veterinary Medicines company :

- Preparation of the company's expenses and expenses of the factory .
- Follow the movement of sales and collection of the delegates.
- Preparation of the general budget of the company.

3- Training in the office of Professor Abd el Kader Goma Abd el kader Gameel (an accountant and auditor) :

- Review corporate documents and adhering to the books .
- Inventory account and product registration cards, as well as daily U.S .
- Preparation of monthly trial balances and settlement .
- Preparing the final accounts and the general budget .

Hobbies :

I enjoy reading , drawing .

References :

Available on request .