

Nada Mohammed Samak

ACCOUNTANT

Mohamed samak 's villa -
Hosh Essa - Buhaira

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Nadasamak.82@gmail.com

08 FEB 2000

EDUCATION

Faculty of commerce English section - Damanhour University

Accounting

EXPERIENCE

08/2022 – 10/2022

Trainee

Banque MISR

Virtual Training

Financial inclusion , bank products , digitalization and financial aspects and business skills

04/2021 – 03/2022

Accounting Trainee

EG trainers company

making daily transactions -recording purchases - recording sales - recording fixed assets and depreciations - some of taxes reports - making trial balance -making financial statements - making some of constructions reports - using excel in accounting.

08/2021 – 10/2021

Trainee

Amazon

04/2020 – 03/2021

Accounting Trainee

مكتب المحاسب وليد عبد الحافظ

making daily transactions -recording purchases - recording sales - recording fixed assets and depreciations - some of taxes reports - making trial balance -making financial statements - making some of constructions reports - using excel in accounting.

TRAINING COURSES

07/022 – 10/2022
MOS
YOU CAN CO.
Excel , word , power point

09/2022
ACCOUNTING PACKAGE
NEW HORAIZONE
EXCEL & COMMERCIAL EXCEL & QUICK BOX & SAGE 50

09/2022
MICROSOFT WORD & POWERPOINT
YOU CAN CO.

08/2022
MICROSOFT EXCEL
YOU CAN CO.

03/2022
Professional Financial Accountant (PFA)
EG Trainers

03/2022
Communication skills
EG Trainers

10/2020
Conversation skills in English
Damanhour library

SKILLS

- ✓ Public relations & communication skills
- ✓ Leadership skills
- ✓ Problem solving skills
- ✓ Customer service skills
- ✓ Soft skills
- ✓ computer skills

HOBBY



Technology



chess



Tennis



drawing

SOFTWARE SKILLS

EXCEL
● ● ● ● ● ●

WORD
● ● ● ● ● ●

ICDL
● ● ● ● ● ○

POWER POINT
● ● ● ● ● ○

LANGAGES

ARABIC
● ● ● ● ● ●

ENGLISH
● ● ● ● ○ ○

PERSONALITY

- Leader ship
- Organized
- Communicative
- Punctuality
- Creativity