



Nada Mohammed Samak

ACCOUNTANT

Mohamed samak 's villa -
Hosh Essa - Buhaira

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Objective

For me it's all about a big willing to achieve all my goals and be an expert in my field. Next step is to obtain a good opportunity at a great organization in which I can gain more experience, and fully utilize my skills and background experience for its progress.

EDUCATION

(2019 – 2023) Bachelor degree of commerce

Faculty of commerce – English section –Accounting dep. Damanhour university

overall grade : “ very good “

EXPERIENCE

7 / 2022 - present

Assistant manger

You can co.

Handling marketing of courses , assist in open new groups , how to pricing our courses , social media moderator

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.

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

07/2022 – 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

SOFTWARE SKILLS

EXCEL

Excellent

WORD

Excellent

ICDL

Very good

POWER POINT

Excellent

LANGAGES

ARABIC

Native language

ENGLISH

Intermediate

PERSONALITY

- Leadership
- Organized
- Communicative
- Punctuality
- Creativity

HOBBY



Technology



chess



Tennis



drawing