

OBJECTIVE

Ambitions, Fast Learner, Enthusiastic, Seeking A good position

SKILLS

- Excellent Communication Skills
- Ability to focus and give importance to details.
- Ability to evolve and learn quickly.
- Co-operation with teamwork
- Ability to work under stress.
- Able to work independently.
- Accurate, Motivated, Practical, Dynamic,

Computer Skills :

- Basics of computer as Windows.
- Full skills with Microsoft Office (Word – Excel – PowerPoint) Internet programs.
- Peachtree
- QuickBooks
- Tally

EXPERIENCE

- Team Leader At Arab Matrouh Company (Real State).
- Jop Roles :
 - Develop a strategy the team will use to reach its goal
 - Provide any training that team members need
 - Communicate clear instructions to team members
 - Listen to team members' feedback
 - Monitor team members' participation to ensure the training they are being provided is being put into use, and also to see if any additional training is needed
 - Manage the flow of day-to-day operations
 - Create reports to update the company on the team's progress
 - Distribute reports to the appropriate personnel
- Responsibilities :
 - responsible for guiding a group of employees as they complete a project. They are responsible for developing and implementing a timeline their team will use to reach its end goal. Some of the ways team leaders ensure they reach their goals is by delegating tasks to their members, including themselves.

COURSES

- Communication Skills
- Entrpreneurship
- PFA (Professional Financial Accountant)

LANGUAGE


- Arabic : Mother Tongue.
- English : Fluent


PERSONAL DATA

Date of birth 11/12/1995
Nationality Egyptian
Sex Female
Religion Muslim
Marital status Single

CONTACT

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EDUCATION

- Bachelor Of English Commerce
Major: Accounting
- Mansoura University
- Gradation Year : (2018)
- Grade: Satisfactory (64%)