Marina Gamal Atallah

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# **Objective :**Motivated and detail-oriented junior accountant with 2 years general accounting experience offers the following skills and experience:

# solid working knowledge of MS Office with a strong level of proficiency in Excel

# administration of accounts receivable and accounts payable

# efficient maintenance of the integrity of general ledger accounts preparation of accurate financial accounts and reports to comply with accounting principles and practices

# **Education :**

* Bachelor Of Commerce ( Ain-Shams University ).
* Major : Accounting - Gradation Year : ( 2018 )
* Grade : Good

# **Work Experience:**

* Khaled shaker office oct 2018 – feb 2021
* assist with the preparation, analysis and verification of accounting records, financial statements and reports
* maintain the general ledger operations
* support the month end close process
* audit, process and pay vendor invoices in an accurate and timely manner
* reconcile invoices to purchase orders and bill customers
* resolve AP and AR problems with vendors and customers
* collect, categorize, calculate, verify and enter data to maintain accurate records
* assist with budget development and financial forecasting
* monitor and analyze budget variances
* assist with tax filings
* record and process employee expense reports and reconcile credit card statements

# **Key Course :**

* English Course At Berlitz Center

# **Personal Skills :**

* Excellent Communication Skills.
* Very Good Selling Skills.
* Very Good Personation Skills
* Experience in dealing with the electronic tax system
* Submit tax returns
* Accounting tax
* Financial statement
* Insurance

# **Language Skills :**

* Arabic : Mother Tongue.
* English : Good in Writing and Speaking.

# **Computer Skills :**

* Excellent in using Microsoft ( Word and Excel ).