

Aalaa Hesham Fathy

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EDUCATION

Helwan University

Degree – Bachelor 's degree of commerce English section

Grade : good

2016 - 2020

WORKING EXPERIENCE :

- **Spectra construction company**

General Accountant

October 2020 – Till now

- Check vendor files for any previous payments and assign voucher numbers
 - Review invoices and requisitions for satisfactory payment approval
 - Obtain proper information and data regarding invoice payments
 - ERP journal entries of invoices & payments
 - Monitor and review the daily cash and bank position
 - Determining actual costs of manufacturing or providing services
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**COURSES AND
INTERNSHIPS :**

Commercial international bank June – July 2019

- Handling customer
- Dealing with banking systems
- Opening payroll and personal accounts

Egypt Air company August – September 2019

- Audit financial statements
- Analyzing accounts and business plans

**EXTRACURRICULAR
ACTIVITIES**

- **CFA Ambassadors in Egypt**
 - Financial technology
 - Crypto currency

LANGUAGES **English:** Excellent

Italy: Beginner

Arabic: Mother tongue

SKILLS & ABILITIES

Technical Skills: Excel – Word – ERP system

Soft Skills: Willingness to learn – Communication skills – Self learning – Capacity of innovation – Time management and decision making skills

**PERSONAL
INFORMATION**

Date of Birth: 1 December 1998

Gender : Female

Nationality: Egyptian

Marital Status: Single

