

CURRICULUM VITAE

Name Doaa Fakhry Gibreel Muhammad

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Date of Birth 24th May 1994 - Egyptian Citizen

Marital Status Single

Qualifications **Bachelor of Commerce** (Ain Shams University - 2016)
Accounting Department.
High School: Saray El Qubba.

Languages **Arabic:** Mother Tongue.
English: Good (Conversation and Writing)

Personal Profile Seeking a challenging position in a reputable corporation to enhance and develop my interpersonal skills and develop my accounting skills.

Courses **Prepare the tax return for income and added value tax in the light of Egyptian accounting standards and the new electronic system –**
Scientific Society for Tax Legislation.
LTS - English conversation course.
Employability Training - Aspire - AUC Project 2016 - Ain shams university.
ICDL - Ain shams university.
Stock Market - Ain shams University.
Accounting Diploma - Creative Group.

Critical Competencies **Communication Skills:** Good oral and written communication skills.
Able to deliver required information in a timely manner.
IT & Computing: MS Word, Excel, PowerPoint.
Personal Ambitious, hardworking & self-motivated, efficient, and well organized.

Employment History

Jan 3rd 2021 to Dec 31st 2022	Accountant
ALYK for Contracting & Supplies	<ul style="list-style-type: none">• General Accountant (Recording payables and receivables)• Follow up on counting equipment and their status in inventory.• Handling monthly tax payments.• Monitoring bank account and providing bank statements on a weekly basis.• Responsible for preparing quarterly WHT and submission on tax portal.• Writing employee contracts.• Handling medical and social insurance responsibilities.• Work in the purchasing department.
Sep 16th 2018 to Dec 31st 2020	Auditor Trainee
Yousry Khalaf & Co. Public Accountant & Consultant	<ul style="list-style-type: none">• Making gain work for companies' settlements.• Auditing work on the accounts of companies.• Preparing tax return.• Establishing companies.
Dec 13th 2016 to Sep 13th 2018	Cost Controller
Landmark Group	<ul style="list-style-type: none">• Creating cost breakdown sheets for GSM sites construction.• Issuing Invoices.• Submitting Invoices to the Client (Vodafone Egypt).
Aug 1st 2015 to 30th Aug 2015	Telesales
X-Clusives	<ul style="list-style-type: none">• Calling the clients and promoting the card for discounts provided by the company and trying to convince the customer to buy the card.