

## Sara Abdelnaiem Abdelghani

A accountant seeking a job in challenging environment and grow with the company to achieve its goal and get additional knowledge also looking for a new opportunity with in a multinational or local organization where my educational background and skills can be applied and further developed in the field of accounting and customer service by having previous experience in corporate accounting and small business accounting.

### PERSONAL DATA

Name : Sara Abdelnaiem Abdelghani

Address : Mansoura, Al-Dakahlia, Egypt.

Date of Birth : 2.Jul.1995

Place Of Birth : Talkha

Sex : Female

Marital Status : Single

Nationality : Egyptian

Spoken languages : Arabic ( Mother tongue ), English ( Very Good )

Phone No : +2011-409-15589

Email : saraabdelnaeem095@gmail.com

### EDUCATION

- Bachelor of commerce, Mansoura University 2017.

- Degree : very good

### CAREER & TRAINING

Trained as a Junior Accountant

#### **Alex Bank**

Aug.2015 : Sep2015

#### **QNB AL AHLI BANK**

Aug.2016 : Sep.2016

## Technical Skills

- Excellent Accounting knowledge
- Well versed with MS office (MS Word, MS Excel, MS Power point)
- Internet Savvy

## INTERPERSONAL SKILLS

- Good analytical skills.
- Excellent team working and managerial skills.
- Presentation and communication skills.
- Multitasker, problem solving and decision making.
- Smart working ability, Imagination and creative thinking.
- Hard working and can work under stress and challenging situations.
- Public speaker and ambitious.
- Fast learning and self-motivation.
- Flexible, honest and reliable.

## Hobbies & Interest

- Reading
- Travelling
- Internet surfing

Thanks for your time and attention