

Hoda Selim

Address: Karam St. off Abdel Salem Aref St. Beni Suef-Egypt
Marital Status: Single

Nationality: Egyptian



Education

2013 - Present **Bachelor of Commerce, English Section**
Bani-Suef University ,Accounting Department
Grade Good.

Work Experience

2015 - Present **Swiss Cotton Garments Company**
Working as Junior Accountant preparing financial statements and balance sheets
Recording journal entries about any transections, making journal ledger.

2014 - 2015 **Riyadh Co. Real Estate Marketing**
Working as Public Relation Employer by recording the database of customers names
And prices and places of real estate units ,making advertisements of these building to
Customers trying to reach the best price for the company and satisfying the customers in
The same time.

Prof.Hisham Mohammed Mustafa Accounting and Auditing Office

Working as Trainee and Junior Accountant as the same time by preparing balance sheets
And the other financial statements.

2013 -2014 **Cable Network Egypt (CNE)**
Customer Support at CNE for satellite channels, by telling customers
About new offers, channel schedules, and the repayment schedules.

Housing and Development Bank

Summer Training Course in Housing &Development Bank
As a Teller Trainee.

COURSES

- ICDL Certified
- Accounting Diploma, (Excel plus Peachtree Programs, Accounting) Walden university grade Excellent.
- Development of thinking and Management skills (pathways).
- Language Course in English 3 levels (Berlitz) grade 84% (V. good).
- Training for employment (principle of banking certificate) by Egyptian Banking Institute EBI from Central Bank Of Egypt CBE
- Qualified Export Specialist course held by Foreign Trade Training Centre - FTTC

Personal Skills

- Verbal Communication, Writing Skills.
- Office Experience - General, Reporting Skills.
- Excellent interpersonal & presentation skills.
- Highly self-motivated, ambitious.
- Well organized.
- Quick Learner, hardworking, and ability to reach goals.
- Updates job knowledge by participating in educational opportunities, reading professional publications.

References

References are available upon request