



Toulba Mehanna Toulba

Financial Manager & Programmer

EDUCATION

- **ASYUT UNIVERSITY** | September, 2017 To January, 2018
MBA : Asyut University, Management Of Business Administration (MCUS).
- **ASYUT UNIVERSITY** | July, 2012 To July, 2016
■ **BACHELOR DEGREE**: Faculty of Commerce, Accounting Department.

WORK EXPERIENCE

■ **Financial Manager**

United Group for Legal Advice and Oil Station Management, Cairo/ May, 2020 Till the present.

- Providing the top management of the company with the necessary suggestions and recommendations
- Managing the company's accounts, revenues and expenses, directing the work and coordinating between them
- Managing financial relationships with external parties, whether financiers of the institution or users of its funds and strategic financial planning

■ **Senior Accountant**

Grand Hotel/ Oct, 2018 To Mar, 2020.

- Cost Control Management
- Preparing trial balance and bank transfers and reconciliations
- Preparation of financial, accounting statements Using Fedlio, ERP Systems
- Confidence, poise and diplomacy when interacting with all levels of management and tax's authorities
- Prepare and Calculate the Sales tax return and Pay attention to the time factor
- Working experience in multinational environments
- Strong experience in project management and organization skills.

■ **Accountant**

EG-Trainers Company/ Oct, 2016 To Sept, 2018.

- Preparing monthly salaries, wages and Payable Accounts.
- Preparation of daily entries and registration on accounting Systems .
- Preparation of tax returns (VAT, debit, collection)
- Excellent knowledge of Sales and Use taxes as well as knowledge of global VAT systems.
- Preparation of the audit balance (monthly / annual)
- preparation of accounting operations using accounting programs (Excel, QuickBooks).

■ **Assistant Accountant & Customer Service**

Office of the Chartered Accountant F.M:Walid/ Oct, 2014 To Sept, 2016.

- Prepare and calculate the sales tax return
- Solving Customer problems in accounting department .
- Experience with indirect taxes in other regions desired
- Prepare the Trial balance, financial statements according to Egyptian Accounting standards and recording it using Excel, Peachtree programs.

SKILLS & TRAININGS

CCNA, N+, Microsoft & Technical Support 2020

MS WORD, EXCEL, POWERPINT, ACCESS, IT

British Fellowship Certificat in IFRS & ACCA

Peachtree & QuickBooks & ERP

Human Development Diploma

Electronic and Advanced Accounting

PFA Diploma (EG- Trainers)

IC3 Diploma, ICDL V5 & CCNA 2011

Building Abilities training course

Ability to work collectively (Team work)

Ability to lead the team, great Commitment

Ability to do rescue operations and first aid

Ability to work under pressure

Summary

I'm Toulba Mehanna, 27 year's old, Working now as Financial manager at United Group, I'm graduated from Faculty of Commerce, Asyut University 2016, I have full experience in Accounting and Customer service, recently I had training within Connect Academy in Technical Support , American Warrior Radio, Brain skills, Body language and I've get Cisco Certified CCNA, N+, Microsoft, I also obtained the British Fellowship in International Accounting Standards, too I had training within Ministry of defense Accounting office, Then I joined as an Accountant at EG-trainers company then as Senior Accountant (Assistant Cost control Manager) at grand hotel, Hurgada, red sea and recently as Financial manager for united group for Legal Advice and Oil Station Management till now, I am looking forward to bring my experience ERP, Peachtree, Vadelio and QuickBooks programs " which I think it's attached with the needs of working roles , Ability to working on Improving team work I can help with that , put new plans, Also, I have experience dealing with tax consultants, In addition to motivating workers and giving them advice, too i like to hear carefully to solve problems, I've a great commitment, and I care very much about the time factor

LANGUAGES

- Arabic : Native
- English : Very Good
- France : Basic
- German: Basic

HOBBIES

- Sports, Music
- Internet & Social Media

00201025113511

Toulba.f.manager@Gmail.com

linkedin.com/in/toulba-mehanna-622b42154

Elminya, Egypt.

27 years old

Ability to Relocation