



SARA MOHAMMED ESMAIL

(+971) phone (545550458)

E-mail (Sara Mohammed369@gmail.com)

Personal Summary:

- A highly motivated, confident individual with exceptional multi-tasking capabilities and able to work in a target driven, Hardworking with excellent attendance and can communicate effectively with people and would be an asset to any employer who respects loyalty and responsibility.
- Keen to find a challenging position within an ambitious employer where I will be able to continue to increase my work experience & develop my abilities.

Personal Information:

Date of Birth: 15/4/1989

Gender: female

Nationality: Egyptian

Visa: Residence Visa

Education:

- **Bachelor degree of Commerce.**
- **Cairo University, May 2010**
- **Graduation Grade: GOOD.**
- **Specialization: Accounting.**
- **CMA In Progress.**

Work Experience:

-Working in Modern Account Office for 5 years as an accountant, auditing for a different types of companies (construction, financial and service industry ETC) auditing their financial statement and taxation report good knowledge about accounting systems.

-Working in Credit Systems & Techniques Egypt for 2 years as an accountant and follow up.

-Working in celebrities medical center 1 year as an accountant and reception in UAE.

- Working in Alzaher Company 3 month as a Secretarial in UAE.
- I took the audit no from Accountants and Auditors Association 2015 which makes me professional in my field and in addition to that I've made a complete accounts system in my company which includes all the bookkeeping files of the company which is the great achievement for me so all of that makes me a qualified candidate for the job

Job Purpose:

Provides financial information to management by researching and analyzing accounting data; preparing reports.

Job Duties:

- Prepares asset, liability, and capital account entries by compiling and analyzing account information.
- Documents financial transactions by entering account information.
- Recommends financial actions by analyzing accounting options.
- Summarizes current financial status by collecting information; preparing balance sheet, profit and loss statement, and other reports.
- Secures financial information by completing database backups.
- Prepares special financial reports by collecting, analyzing, and summarizing account information and trends.
- Accomplishes their duty by performing the duty.

Core Competencies

- Communications skills.
- Improved relationships with clients.
- Problem-solving.
- Information management.
- Organizational skills.
- Persuasive ability.
- Stress tolerance.
- Flexibility.
- Work under pressure.

Computers skills:

Excellent computer skills, like (Excel), good knowledge about (word), worked on accounting software like alameen, saga50, QuickBooks, aldaleel

Languages:

- ❖ Arabic: Native Language.
- ❖ English: good

Voluntary Work:

✚ Teaching **Ideas for accounting ideas** for who needs to learn