

# Mariam Mohamed Abdel-Rahman

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- Date of birth: 11/5/2000.



## Objective:

**Competent** and fast learner fresh graduate with high **GPA (3.49)**, I'm very good in **English and MS office** programs, I have the ability to work under **pressure**, build **relationships** and excellent **communication skills**, I want a job opportunity to build my career and make use of my skills and knowledge.

## Education:

**Bachelor's degree** in Economics and Management, **English Section**, Oct 6 University, 2022.

**Major:** Accounting department.

**Grade:** Very good with honors, (GPA 3.49).

## Internships:

- Trainee at **CIB** | Commercial International Bank, Egypt, (Sept-Oct) 2022.
- Trainee at **Banque Misr**- Egypt. (June- July) 2021.
- Trainee at **Themar** Company, Securities Brokerage, (July- Aug) 2021.

## Certified Courses:

- The role of Auditor& types of audit reports workshop from TCPU, Oct 2021.
- Financial Inclusion workshop from Oct 6 University, Sept 2021.
- Onyx Pro ERP General Ledger from Ultimate Academy, Aug 2021.
- Onyx Inventory and Production from Ultimate Academy, Aug 2021.
- Computerized Accounting from Research and Commercial Studies Center. June 2021.
- Introduction to Digital Marketing from Oct 6 University, Feb 2020.

## Skills:

### ❖ Language:

- Arabic: Mother tongue.
- **English: Very Good.**

### ❖ Computer:

- **MS Office: Very good.**  
(Word, Excel, PowerPoint).

### ❖ Accounting Software:

- **Accounting Excel:** Good.
- **Peach Tree:** Good.

### ❖ Personal:

- Hardworking.
- Communication Skills.
- Teamworking.

### ❖ Accounting Skills:

- Recording of journal entries.
- Posting to ledger accounts.
- Prepare (Trial Balance, Adjusted T.B).
- Prepare Financial Statements
- Adjusting and Closing entries.
- Managing accounts (Receivable & Payable).