



Naiera Farouk Mohamed

Address: 106 Abbas El-Akad street, Cairo

OBJECTIVE

I am seeking for a challenging opportunity at HR Department that enables me to utilize my extensive experience to the fullest while making a significant contribution to the success of the company.

EDUCATION

(September 2009 to May 2013)

Bachelor Degree of Commerce, Ain Shams University
Accounting department -English department.
Grade: Good

(September 2013 to May 2015)

Diploma in Economics, Ain Shams University
Grade: Very Good

WORK EXPERIENCE

(from March 2016 till August 2020)

Financial and administration representative at Bank Misr

Administrative Responsibilities:-

- Support all Personnel activities of employees in the branch including Monthly attendance, leaves , allowances and report HR management
- Keeping files of employees in the branch updated and completed
- Responsible for fulfilling the shortage of employees in the branch
- Responsible for all financial affairs of the employees in the branch such as: overtime and transportation allowances
- Implementing the training plan of the branch across the year according to the regulations and coordinating with the specified management
- Preparation of monthly Meetings of the branch
- Check available inventory to manage daily operations related to the branch
- Creating needed users for the employees according to their titles

- Responsible for branch's security affairs
- Ensuring that working environment is maintained according to the procedures of the bank
- Responsible for archive of documents of the branch
- Responsible for maintenance affairs in the branch
- Perform related work as required

Financial Responsibilities:-

- Managing daily accounting tasks including issuing checks
- responsible for processing and adjusting journal entries to ensure all business transactions are recorded
- Responsible for revising the daily documents of customer service and teller representatives
- Prepare data and information for making regular report data analysis and exceptional reports related to the branch

**(from August 2015
till December
2015)**

Financial Analyst at WVB Company

Responsibilities:

- Analyzing financial data in Oracle system and report to database

**(from November
2013 till March 2014)**

Telesales at Wasla Outsourcing Company

Responsibilities:

- Contacting Potential and existing customers to inform them different offers and services
- Address any questions or issues customers may have
- Offer solutions based on needs and capabilities

**Computer
SKILLS**

Operationg systems: very good knowledge in MS office :-

- MS Windows: Excellent user
- MS Word: Excellent user
- MS Excel: Excellent user
- PowerPoint: Very good user
- Internet: Excellent user

Languages

- Arabic: Native
 - English: Very good
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ADDITIONAL SKILLS

- Ability to meet assigned deadlines
 - Ability to handle multiple tasks
 - Ability to work under pressure
 - Ability to learn new skills very quickly
 - Ability to work cooperatively and collaboratively with all levels of employees, management, external agencies to maximize performance, creativity and problem solving
 - Strong communications and presentation skills
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Courses

- Human Resources Diploma at EgyCham (Grade: Excellent 91 %)
 - Payroll Preparation Workshop at Human Capital Community
 - Hiring Staff at HP Life E-Learning (online course)
 - Art of Sales “ Fundamentals of Selling “ at HP Life E-Learning (online Course)
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Achievements

- While working at Wasla Outsourcing Company as a telesales agent, I was one of the best sellers of ADSL Campaign and got an honor certificate for this achievement from Vodafone.
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Personal information

- Birth Date : 16/12/1992
 - Gender: Female
 - Marital Status: Single
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* All certificates and References are available upon request *

Thank you for your time and wish I would be able to join your team.