

Menna Aallah Mahmoud Kamal

Add: 57 Hisham labib St, Makram Abied, Naser City, Egypt.



Career Objective:

Seeking a position in Human Recourses department, or accounting department that enables me to utilize communication, and language skills, fulfills my personal ambitions and enhances my knowledge.

Education Background:

- **Bachelor of Commerce**, *Accounting department, Tanta University, May 2008.*

Training and Self Development:

- **Human Resource Diploma** from *Ain Shams University and Egy Cham, studying now.*
- **CMA (Certificate Management Accounting)**, *part 1, 2016.*
- **Computerize accounting course:** This course that including Excel with details, *Peach 3, 2014.*
- **Basic Business Skills Acquisition (BBSA) Program**, *May 2009-Aug. 2009, future generation foundation provider amid east- New horizons*, course included:
 - Business English.
 - Business writing.
 - Presentation skills.
 - Communication skills.
 - Computer Skills (MS. office 2003, MS. project, internet)
 - Extra sessions for accounting, finance, sales, marketing.
- **Dale Carnegie Seminar Course Included:**
 - Build great self-confidence.
 - Strengthen people skills.
 - Enhance communication skills.
 - Develop leadership skills.
 - Reduce stress and improve our attitude.
- **(GRP) Course Included:**
 - Customer service.
 - Build rapport. Negotiation.
 - Passed all modules required for the "International Computer Driving License"
- **(ICDL) MS Office 2003** (Excel, Word, PowerPoint, Internet, Access, IT), *2008.*

Work Experience

- **HR Generalist**, Aqua Trust for Water Treatment, *May 2017 till now.*
- **Senior Accountant**, HIETT Institute, *Apr 2014-Mar 2017.*
- **Accountant**, El-Ghonemy Group, *Jan. 2012-Feb. 2014.*
- **Accountant**, Aqua Trust for Water Treatment, *May. 2008-Dec. 2011.*
- **Sales Representative**, ACE Life company, *3 months Training.*
- **Accountant**, Elahly Elmasry Bank, *6 months Training.*

Personal Skills:

- ❖ Very Good in English skills.
- ❖ Computer skills.
- ❖ Presentation skills.
- ❖ Communication skills.
- ❖ Ability to work individually and as a co-operative team member.
- ❖ Ability to work under stress.
- ❖ Good at meeting deadlines.

Interests:

- Reading - horse riding -handmade craft

Personal Information:

- Date of Birth: 1-8-1986.