

**Samar Galal abd Al -Azeem Mohamed**

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**Personal Data**

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**Nationality** : Egyptian

**Date of birth:** 11/12/1992

**Gender** : female

**Military service:** Dispensation.

**Education**

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**University Degree** : B.Sc. in Accounting- faculty of Commerce (Arabic Section), Cairo University.

**Grade** : Excellent with honors

**Graduation year** : May 2014

**High School** : Fourth Secondary.

**Work experience**

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Assistant on faculty of commerce

**Courses**

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✚ ICDL Certificate (Power point, Excel, Access, IT, Word).

✚ Computerized Accounting Course (Excel, Quick Box, And Peach Tree).

## Key Skills

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- ✚ Have the ability to work as a cooperative team member with positive minded opened to new ideas, approaches, processes and genuine listener.
- ✚ Energetic, patient, hard worker, ambitious, self motivated, effective at motivating others and strong work ethic.
- ✚ Active, enthusiastic, sociable, have the ability to work under pressure, time management and well organized with ability to prioritize / set goals.
- ✚ Excellent communication, negotiation, documentation and interpersonal skills with proven ability to build effective working relationships.
- ✚ Problem solver under a variety of conditions and displays strong level of drive and determination to achieve high goals.

## Computer Skills

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- ✚ **Operating systems** : WINDOWS 98 & 2000 & ME and WINDOWS XP.
- ✚ **Essential utilities** : MS Office up to 2003 (Word, Excel, Access and Power point).
- ✚ **Internet** : Professional internet user, other searching skills.
- ✚ **Accounting Software:** Peach tree and Quick Box.

## Languages

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**Arabic** Mother tongue.  
**English** Good Speaking, Reading and Writing

## References

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Furnished upon request.