

BASMA IBRAHIM MOHAMED MOHAMED

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Education:

- B.Sc. Commerce, 2012, Faculty of Commerce and Business administration (English section)
Accounting Major, Helwan University .

Work Experiences :

Utopia Academy

Character building Instructor:

- Observe and evaluate students' behavior and performance and provide feedback as needed.
- Responsible for the whole group of students and build effective relationships with them.
- Follow-up and calling the students' parents and build effective relationship with them.
- Perform as a role model for the students.
- Demonstrate validation and understanding of students' needs.
- Be approachable by students.
- Learning mentors provide support and guidance to children and young people who are experiencing difficulties in learning due to social, emotional or behavioral problems or other issues.

SOFICPHARM

Accountant at Purchasing Department

- Recording the invoices within a specific perimeter and a given timeframe, in accordance with standard accounting and tax practices
- Carrying out the inventory work required for aligning expenses with the financial period and For establishing monthly and annual accounts (provisions, account reconciliation and justification)
- Monitoring accounting status using management tools
- Ensuring internal procedures are applied (chargeable expenses, validation thresholds, signatures, etc.)
- Settling the invoices for the perimeter assigned within the legal and/or contractual Time frames, monitoring the status of overdue receivables and following up the different signatories in the event of dispute
- Providing analyses and/or accounting evidence for internal and/or external reporting Requirements

Warehousing Experience

- Verify markings and assigned numbers on materials and items.
- Check quality and condition of items in a warehouse
- Implement safety procedures and standards in a warehouse.
- Design and implement best practices in warehouse operations.

BARCLAYS EGYPT BANK
Sales Representative and Marketing

- Generating leads.
- Meeting or exceeding sales goals.
- Negotiating all contracts with prospective clients.
- Helping determine pricing schedules for quotes, promotions, and negotiations.
- Preparing weekly and monthly reports.
- Giving sales presentations to a range of prospective clients.
- Coordinating sales efforts with marketing programs.
- Understanding and promoting company programs.
- Obtaining deposits and balance of payment from clients.
- Preparing and submitting sales contracts for orders.
- Visiting clients and potential clients to evaluate needs or promote products and services.
- Maintaining client records.
- Answering client questions about credit terms, products, prices and availability.

Professional Training and Courses:

- Diploma behavior modification at Ain Shams University (From May 2018 to November 2018)
- August 2012: ICDL course at New Horizon.
- December 2012: Berlitz language course (language, presentation & communication) .
- January 2018 : In Electronic Accounting (SAAP , Quick books & Excel) at Bridge Gap

Inter Personal Skills & Qualifications:

- Very good presentation and communications skills.
- Ability to work in a team work as a member.
- Interactive and fast enough to learn new technologies and Languages.
- Self-learner and can work efficiently under pressure.
- Research ability.
- Proven Leadership and ability to motivate.

Computer Skills:

- Microsoft Office Applications (Word , Excel and power point)

Language Skills

- Fluent in both written and spoken Arabic
- Very good In English

Personal Information:

- Date of birth: 11-11-1988
- Gender: Female
- Nationality: Egyptian
- Marital Status: Single

References are available upon request

