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| aaaa Ghada Abdo*Financial Analyst* | 002-0122-6055417Ghada.aziz82@gmail.com9 selim St.Elzaytoon- Cairo16/03/1982 |

*Profile :*

Seeking a challenging position in the Financial Advisory field, thus to utilize my experience, qualifications, ambition & skills, with the potential for continuous growth, offering excellent work proficiency, gaining more experience and getting new concepts.

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*Skills:*

Financial Reporting

Fundamental Analysis

Financial Modeling using Excel

Corporate Finance

Investment Appraisal

Excellent knowledge of Microsoft Office Applications.



*Experience:*

 **Moore Stephens Egypt**

 **Public Accountants & Consultants**  Jan 2014- present Research Analyst

1-Analyze financial information to produce forecasts of business, industry, and economic conditions for use in making investment decisions.

2-Interpret data affecting investment programs, such as price, yield, stability, future trends in investment risks, and economic influences

3-Prepare plans of action for investment based on financial analyses.

**Bahnasawy Chartered Accountants and Tax Services** 2010-2013 Accountant – Auditor

1-General Ledger duties:
• Preparing the monthly closing entries.
• Preparing monthly accounts reconciliations.
• Preparing monthly Trial Balance
• Preparing monthly Actual Cash flow.
• Monitoring the fixed assets movements and handling the fixed assets register.
• Handling all Inter-Company transactions and preparing the required Confirmations,
Statements & Reconciliation
• Handling the Quarterly and annually Audit process
2-Accounts Receivable duties: "supervision"
• Supervision the Invoices and Receipts issuance
• Reviewing on the A/R Weekly Report
• Dealing with all financial requests from customers
3-Reporting:
• Preparing MIS package "Management Information System"
• Daily cash position Report
• P&L Analysis Report

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 **CFA level 1 Tutor** 2012-2013

 Freelance Training

 **IT Gate Academy**

 Instructor & Team Supervisor (2008 - 2009)

1-Worked as a team member in Recording& preparing learning material and Full Explanation and practice, also Teaching Graphic package courses

2- Plan, prepare and deliver instructional activities that facilitate active learning experiences

3- Keep up to date with developments in subject area, teaching resources and methods and make relevant changes to instructional plans and activities

 **Ahli United Bank**

 Administrative Secretary for the branch Manager (2004-2007)

1-Using a variety of software packages, such as Microsoft Word, Outlook, PowerPoint, Excel, Access, etc., to produce correspondence and documents and maintain presentations

2- Attending meetings, taking minutes and keeping notes

3- Ordering and maintaining stationery and equipment supplies, sorting and distributing incoming post and organizing and sending outgoing post



*Education :*

 **Tanta University** 1998-2002

 Bsc. of Commerce, English Section, Accounting Dep.

*Courses :*

1. CFA (Chartered Financial Analyst) level 1 pass (2011) & level 2 Exam Finished 2013&2016 - Band 9.
2. Q.A.D ( Qualified Accountant Diploma) (September 2007)
3. The International Computer Driving License, ICDL ® (2007)
4. Human Soft Skills (People Management - Effective Business communication & writing skills – Teamwork& Interpersonal skills) (2006)
5. Microsoft Office Suite course – (360 Hours) Score Excellent (2004)
6. CIW 410 Certified Internet Webmaster (Internet – Network – Html) Score 98 % ( 2003)
7. Certified Flash MX Designer - score 97% (2003)
8. Graphic & Multimedia Development Attendance Certificate (2003)
9. Egyptesol Convention Attendance Certificate as a Trainer & Presenter. In the Electronic Oasis November (How to design web site without needing a specialist) 2005

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