**Yomna Hafez Mostafa Shaban**

**15 El shatr El khames,** **Nerco, ElMaadi, Egypt**

**Telephones : +2-010-60942869 (Mobile)**

**Email**

**Email**

**:** **yomnahafez2@gmail.com**

**:** **yomnahafez271@yahoo.com**

 ***Personal Data***

**:** Egyptian

**:** Single

**:** Female

**:** Muslim

**:** 3/6/1996

 ***Education***

**:** University

**:** Faculty

**:** Graduation year

**:** Grade

: Tanta University

: Commerce

: 2018

: Very Good with (Honor)

 ***Other Courses***

: General English

 ***Experiences***

: Accounting Training in Tanta University

: Accounting Training in Accountant Office

: Fresh Graduated

 ***Trainings***

: Experience Certificate (consultative group for accounting and auditing).

: Certificate of comprehensive Accountant Diploma (consultative group for accounting and auditing).

: Certificate of Taxes (consultative group for accounting and auditing).

: Certificate of Contracting (consultative group for accounting and auditing).

: Certificate of Accounting Excel (consultative group for accounting and auditing).

: Experience Certificate in (Egyptian Accounting Standards 2015)

: Training at Arabian office for accounting on preparing balance sheet, tax report and feasibility study.

: IFR Certificate Program.

: Training at Arabian office for accounting on Financial Statements.

Nationality Marital Status Gender Religion

Date of Birth

 ***Computer Courses***

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ICDL,

Windows, Microsoft Word, Microsoft Excel,

Microsoft PowerPoint, Microsoft Access,

Excel Accounting,

 ***Business Skills***

: Team Working And leadership

: Communication skills

: Presentation skills

: Work Under Pressure

: Active, Hardworking, serious

 ***Personal Skills***

* Quick ability to learn.

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Self Confidence.

Able to develop good relationships with people. Co-operate with others and enjoy working team.

 ***Hobbies and Interests***

: Traveling and Visitations

: Listening to Music

: Drawing and Painting

***Languages***

: Arabic

: English

: French

: Fluent

: Good

: Good