

Nada Helmy Lotfy Wafa

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Objective

Seeking an opportunity where I can make the best of my potential and upgrade my skills with time, contribute to the organization's growth and take it to the next level.

Education

- **Master's Degree (MBA)** Current
Faculty of Commerce English Section, Tanta University
Finance & Investment
- **Bachelor's Degree** 2019-2023
Faculty of Commerce English Section, Tanta University
-Major: Accounting - Grade: Very good

Experience

- **Pharma Overseas** September 2022 -
Summer Training
- **Misr Bank** August 2022 -
Internship
- **CIB** July 2022 -
Internship
- **CIB** September 2021 -
Internship
- **Misr Bank** July 2021 -
Internship

Courses

- **Customer Service**
- **Oracle Financial**
E-business suite essentials for implements, general ledger management fundamentals, payable management fundamentals, receivable management fundamentals, cash management fundamentals, asset management fundamentals, tax management fundamentals, sub ledger accounting fundamentals.
- **Professional Financial Accountant (PFA)**
Basics of accounting and bookkeeping, Excel accounting, Peachtree, QuickBooks.
- **Banking Operations**
Banking sectors, Retail banking, Credit orientation, SEM, Communication skills, Banking customer service, CV & interview skills.
- **Onex Pro Inventory and Production**
- **Employability Skills Training (EST)**
- **Financial Technology (FinTech)**
- **Banking and Non-Banking Financial Services**
Strategic marketing for financial services, Strategic human resources management, Preparation for investment manager in Stock Exchange.
- **Digital Marketing**
Advertising, Financial Technology, E-marketing.
- **HR Management**
HR practices, Skills development.
- **English for Commerce**
English for accounting, Business english communication skills.

- **Workshop: Ways to be a banker**

Presented by Dr Emad Kattara at Faculty of Commerce , Tanta University.

Skills

- **Computer Skills**

- MS Office (Word, PowerPoint, Excel, Outlook)
- Google Drive (Docs, Sheets, Slides, Forms)
- Spreadsheet (Excel, Google Sheets)
- Presentation/Slideshows (PowerPoint, Google Slides)
- Social Media (LinkedIn, Facebook, Twitter, Instagram)

Certifications: MOS 2019

Microsoft Office Specialist Associate and Expert.

- **Language Skills**

- Arabic: mother tongue.
- English: intermediate
- French: beginner

- **Accounting Skills**

Preparation of Accounting Cycle:

- Journals.
- Ledgers.
- Trial balance.
- Adjustments.
- Closing entries.
- Financial Statements: Income Statement, Statement of Owner's Equity, Balance Sheet, & Cash Flow statement.
- Worksheet.

- **Interpersonal Skills**

- Strong work ethic and adaptability.
- Team work and collaboration.
- Critical thinking and time management.
- Work under pressure and problem solving.

Projects

- **Designing Accounting System on Excel**

All organizations of any kind can easily use it to record their transactions.

- **Preparation of Business Model Canvas**

Single-page template used to outline the goals and objectives of a business. As a strategic management tool, a BMC can help business owners and other stakeholders develop new business models or evaluate existing models.

- **Egyptian Banking System**

As a team leader, We have chosen an Egyptian bank and talked about its history and its most important products. We have mentioned the problems facing the banking sector in general and this bank in particular, and some proposals to solve them. We have also mentioned some proposals for the development of the banking system in Egypt.