

Zeina Essam Abd El-Hamed

El-Shrouk City, Cairo, Egypt

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Education:

Oct,2020 **Bachelor of Commerce** | HTI.
Major: Accountant English section. Grade: Excellent (GPA 3.79).

Work Experience:

June,2021 – Present **Tender & Contracts Accountant, Technical Office** – Royal Touch Landscaping

- Analyzing project costs meticulously and creating comprehensive financial reports.
- Vigilantly monitoring costs and budgets, ensuring strict adherence to financial standards.
- Compiling tender lists, conducting cost analyses, and crafting competitive price offers.
- Proficiently utilizing ERP systems to streamline project financial processes.

Sep.,2020 – June,2021 **Accountant Branch**– Tupperware Company

- Served as a branch accountant, specializing in auditing functions.
- Managed invoicing processes and diligently tracked customer payments.
- Executed data entry tasks and uploaded information into the system, with a focus on auditing invoices.
- Maintained meticulous documentation to ensure accuracy and completeness of all transactions.

Internship:

Aug.2020 **Accountant** at Cizaro Company.
Aug.2019 **Accountant** at Accounting Office
Aug.2018 **Human Resources Management** at Oriental Weavers

Professional Training:

- January,2024 **HR Professional Certificate at HCC - Human Capital Community 100H.**

- Payroll
- Personnel
- Recruitment & Selectin
- HR Project: Applying HR functions to a company.

Skills:

Computer Skills:

- **Microsoft Office:** Excellent
- **Google Sheet :**Very Good
- **Adobe (InDesign):** Good
- **ERP System (Double click):** Very Good

Personal Skills:

- Analytical Thinking.
- Leadership and Teamwork Skills.
- Attention to details.
- Problem solving & Decision-making with analytical skills.
- Adaptability.

Language Skills:

- English: Good