

**Name: Hanan Mahmoud Abo Zeid**

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**Career Summary:**

Working since 2006 in accounting, perform a variety of professional level accounting duties which involve in preparing, maintaining and analyzing statements, records, and reports. Maintain the accuracy in the preparation of assigned budgets, annual audit, and year end closing. And provide high responsible assistance to fulfill assigned management tasks.

**Work Experience:**

**American University in Cairo**

* **Accountant at Social Research Center (SRC), from Oct. 2006 till Present.**
* Compile and analyze financial information to prepare entries to accounts.
* Analyze financial information detailing assets, salaries.
* Prepare purchase requests and asset creation through SAP system.
* Facilitate financial tasks through controller’s (Grant) office and Supply Chain Management.
* Transfer money to purchase new asset through budget office.
* Assemble materials for reviewing reports.
* Assemble bills, checks, salaries, and all other payments that are included in the report for every project grant.
* Compile records of data necessary to the determination of report policy.
* Responsible for the contracts of the new employees & research assistant in the projects.
* Responsible for covering all tasks linked to holding workshops nationally and internationally (Flight arrangement, transportation, per diem and accommodation)
* **Data Entry on CAFS system in the Controller Office, from 1993 till 2006.**

**Education:**

 High school Diploma, accounting branch

**Computer Skills:**

* Using (SAP System).
* Microsoft Office Word, Excel

**Personal Skills:**

* Has the ability to assist in preparing and validating the department budget.
* Good analytical and problem solving skills.
* Internal/External Client Services skills.
* Team Player, cooperative.
* Strong sense of responsibility and commitment.

**LANGUAGES:**

* Arabic: Mother tongue.
* English: Average

**References:**

My references are available upon request