

Dear Sir/Madam.

This letter is to introduce myself . My diversified professional services work experience in finance and accounting field. I am confident that I can contribute positively towards the achievement of organizational goals while pursuing effective professional development and career growth.

Thank you for taking the time to consider my CV

Warm regards.

NADA SALAH BARAKAT

Date of Birth: 18th September 1999

Address: 36 Hafez Badawy St., Nasr City 2nd. Cairo-Egypt

Email: nadabarakat731@gmail.com

Mob 1: (020)1023415476

Work experience:

Elsaleheya El Gadida University.

Faculty of Management and International economics

2022– 2024

➤ **Teaching assistant in accounting**

➤ **Duties and Responsibilities:**

- Collaborate with the instructors to develop course materials, including lecture notes, presentations, and assignments, ensuring alignment with course objectives.
- Lead small-group tutorial sessions and facilitate discussions to reinforce lecture concepts, provide additional examples, and enhance understanding.
- Grade assignments, quizzes, and exams according to established criteria, offering timely and constructive feedback to students to aid in their learning process.
- Conduct regular office hours to assist students with questions, concerns, or additional explanations, and provide support for individual or group discussions on challenging topics.
- Assist with administrative tasks such as managing the gradebook, organizing course materials, coordinating group projects, and serving as a point of contact between students and the instructors

Education

- **2021 -present** ***Master's Degree candidate in accounting***
- **University** Zag zig University
- **Faculty** Commerce -English section
- **Department** Accounting
- **Graduation Year** 2021
- **Grade** ***Excellent (96.06%), Ranked third in the batch***
- **Project Grade** Excellent-Project title (feasibility study for plastic Bags factory)



Courses /Professional qualification:

- ***Master's Degree candidate in accounting***
- ***CFA Level 1 (Prepare for coming Exam)***
- ***IFRS Course Knowledge***
- ICDL Course
- Professional Financial accountant (PFA)
- English Course, Success Academy

Soft Skills/ Job requirments:

- Financial Knowledge/ Analytical Skills
- Teamwork. - Work under pressure. – Cooperation
- Leadership- Presentation. - Making decisions
- Commitment and the ability to meet the deadlines.
- Can identify problems and refer/escalate complex issues to a higher level.
- Ensure deliverable are always of a high quality.
- Detail oriented; works with a high degree of accuracy.
- Flexible in taking on new tasks.- Multi-tasker, with the ability to meet changing deadlines.

Microsoft Office

Strong in Excel, Word, Access, Power point and Outlook

Language Skills:

- Arabic Native Language.
- English good command of Writing and Speaking.

Other information

- Nationality: Egyptian.
- Marital Status: Single