

BASSANT KHALED

PROFILE

 01111452696

 Basantkhaled55@gmail.com

 7 EL GHAREB ST.SUDAN ST.
MOHANDSEN

A secretary with 2 years' experience organizing presentations, preparing facility reports, and maintaining the utmost confidentiality. Possess a Bachelor of Commerce and experience in Microsoft Office.

PROFESSIONAL EXPERIENCE

- SECRETARY

Projects Development & scientific research technology center - Dokki

- Type documents such as correspondence, drafts, memos, and emails, and prepared 2 reports weekly for management.
- Opened, sorted, and distributed incoming messages and correspondence.
- Greeted visitors and determined to whom and when they could speak with specific individuals.
- Recorded, transcribed, and distributed minutes of meetings.
- Preparing necessary presentation materials for meetings.
- Competency in Microsoft applications including Word, Excel, and Outlook.
- Knowledge of file management, transcription, and other administrative procedures.
- Documenting and following up on important actions and decisions from meetings.
- Ensuring projects adhere to frameworks and all documentation is maintained appropriately for each project.

- JUNIOR ACCOUNTANT

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- Bank transactions.
- Preparing employee salaries.
- Preparing a financial position for each project.
- Recording the monthly expenses and revenues.
- Preparing a monthly expense report.
- Assisting with other duties related to accounting.
- Update accounting records on a daily basis.
- Preparing the annual financial analysis of project expenses and general expenses.
- Preparing monthly value-added tax data.

EDUCATION

The experimental secondary school - Zamalek
2018

Faculty of commerce - Ain Shams University
2018 - 2021

KEY SKILLS

Analytical thinking, planning



Strong communication



Tolerant and flexible



Organization



Problem solving



Team leadership

