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Total years of experience: 10

Work History: Finance and Accounting Expert

Current Job

- Operating as technical adviser in the issues which include Taxes, financial and accounting Issues, stand up in the searching of each issue, and at last write a report in this financial or accounting side, the magistrate rules in the issue based on this report.
- My current job acquired me a big background in the chartered accounting, Taxing (Income/Sales), Labor matters (Preferment, HRs, Retirements ... etc) beside a little experience in auditing.

Accountant

Past Job

(First Co. for Trading and Distribution agent of Vodafone and RAYA)

I was in charge of:

- Adding the invoices and credit documents and store documents and any other financial processes in the an ERP system named "Compact", besides analyzing daily sales processes.
- preparing daily/monthly reports for the sales and store status.
- supervising the store in my working branch of the company.

Skills:

- Top rated in www.gotranscript.com (As Arabic Transcriber and Subtitled).
- Active freelancer in www.appen.com (recently finished a Saudi Dialect Transcription Project).
- Worked as a freelancer in Egyptian Arabic Dialect Transcription Project using Loft Platform for an Indian Client <http://ammaintotech.com/> (I can bring a reference if you wish)
- Experience in transcription using different platforms like: Loft, TCS, Flytech, Verbit.
- Able to write 70 wpm (Arabic) & 50 wpm (English).
- Data Entry & Emails and Data Gathering experience over 3 years for a UK client. (I can bring a reference if you wish)
- Computer skills in several Applications including the Microsoft office Applications such as Ms-Word, Ms-Excel, Ms-PowerPoint, Photoshop, Adobe Illustrator.
- Analytical and Mathematical skills.
- Experience in auditing.

Spoken Languages:

- Arabic Degree: Mother tongue
- English Degree: Fluent
- German Degree: fair

Education:

Bachelor |Commercial Studies (4 years)
Assiut University

License | Legal Studies (4 years)
Assiut University

Diploma | Legal Administrative Sciences (Post Graduate)
Assiut University

Diploma and Master Degree | Private Law (Post Graduate)
Assiut University

Professional Summary:

I consider my self as a detail-focused, highly accurate, and incredibly organized professional Transcriptionist, you may consider the enclosed resume detailing my experience and skill set. With a solid background in Arabic transcription and records maintenance.

My ability to accurately transcribe a high volume of technically complex dictation positions me to excel in this role. Adept at using the latest voice recognition technology, I excel at transcribing, editing, and reviewing final reports and dictated material with 100% accuracy in spelling, grammar, clarity, and consistency. Furthermore, my strong communication and prioritization skills as well as my demonstrated expertise in critical thinking and analysis prepares me to make an immediate and positive impact on my clients.