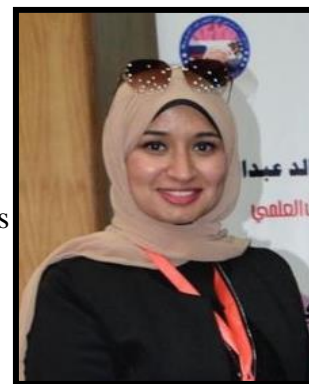


**Curriculum Vitae**  
**Eman Mamdouh Mohamady Hassanin**  
**Teaching Assistant**  
**Accounting Department**

Faculty of Management, Professional Technology and Computers

Egyptian Russian University  
 Badr City, Cairo-Suez Road, Postal Code 11829  
 Tel.: (+2) 02 2864-3340, 2864-3342, Fax: (+2) 02 2864-3332  
 URL: // eru.edu.eg



**1. Personal Information:**

**First Name / Sure Name:** Eman Mamdouh

**Date of Birth:** May 5, 1996

**Nationality:** Egyptian

**E-mail:** eman-mamdouh@eru.edu.eg

**Gender:** Female

**2. Education:**

Title of Awarded Degree	Name of Organization Providing Education	Principle Subject	Dates
Pre-master level	Helwan University	Accounting	2019-2020
Bachelor of Commerce and business administration	Helwan University	Accounting major "English section"	2018

**3. Professional Experience:**

Occupation	Name & Address of Employer	Dates	
		From	To
Teaching assistant	Egyptian Russian University (ERU)	September 2018	Now
		July 15, 2018	Aug 31, 2018
Corporate VIP account agent	Orange Egypt Company	July 15, 2018	Aug 31, 2018

#### 4. Discipline:

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General Discipline	Accounting	Principle Subject	Financial Accounting
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#### 5. Professional & Technical Skills:

- Utilized various teaching methods to tutor students in **different courses** in Accounting.
- Collaborated with course and subject teachers.
- Followed curriculum guidelines while preparing **course file** for each course.
- Managed to complete reports of all the students at the end of their course.
- Participate in preparing **online tutorials** within the framework of the distance education program using Google classroom, Zoom, Microsoft teams & training on moodlecloud.
- Participated in preparing the faculty's **internal regulations** 2019.
- Participated in the academic **advising process, observation and the registration** of courses for students within the framework of the credit hour system.
- Participation by **attending and organizing the faculty's first conference** “The Russian role in the middle east: signs & motives”. within the framework of the event on Egyptian -Russian friendship year 3/3/2020, as well as seminars held by the faculty.
- **Follow up the study progress** for online courses.

#### 6. Personal Skills:

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Computer Skills	Self Assessment		
	Excellent	Good	Fair
Microsoft Office	√		
Language Skills	Excellent	Good	Fair
Arabic	√		
English	√		

- Ability to effectively communicate in English and Arabic.
- Thorough knowledge of GAAP, FASB, pronouncements and the accounting process.
- Assists students with special needs and learning disabilities.
- Excellent presentation & interpersonal skills.
- Ability to meet deadlines & handle multiple-tasks.
- Self-motivated, flexible and action person.
- Dealing with different segments and handling needs successfully.
- Remarkable ability to face, analyze and solve stressful situations & problems

## 7. Trainings & Workshops:

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- **Egyptair:**HR department – (Jan, 21, 2018 – Feb 15, 2018).
- **Banque Misr:** Customer service & Loans department – (July 2, 2017 – July 31, 2017).
- **National Bank of Egypt-NBE:** Customer services & Operations – (July 16, 2016–Aug 25, 2016).
- **Maadi Company for Engineering Industries:** Financial sector – (July 7, 2016–July 14, 2016).
- **Qatar National Bank “Qnb”:** Customer services – (August 2, 2015–August 31, 2015).

## 8. Certificates:

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- **hp LIFE.global.org:** (January, 2021)
  - Certificate of attendance Basics of finance Course.
  - Certificate of attendance Cash Flow Course.
- **Udemy:** Certificate of attendance Improving English Communication Skills Course (October, 2020).
- **Ernst & young “EY”:** Certificate of attendance EY tax competition – (November 14, 2017)
- **Lynda.com:** (October, 2017)
  - Certificate of attendance Income tax course.
  - Certificate of attendance Public speaking foundations course.
  - Certificate of attendance Listening to customer course.
- **Shawacademy:** Diploma in English for business – (September 9, 2016 – October 12, 2016).

## 9. Extracurricular Activities:

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- **Cairo stadium covered hall:** (Mar 19, 2018)
  - Participated by attending and organizing the joint press conference “Egyptian Family Celebration”, In the presence of president Abdel Fattah El SISI and his Sudanese Counterpart Omar el Bashir.
- **AUC:** (February 4, 2017 – April 9, 2017)
  - Best delegate in SMS council “stock market simulation” at ICGE.

## 10. Awards:

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- Be awarded from Helwan university of being the first ranking with Excellent grade 90.43%.

*I certify that the information provided in this curriculum vitae is accurate.*

<b>Name</b>	<b>Eman Mamdouh Mohamady</b>	<b>Signature</b>	Eman Mamdouh	<b>Date</b>	<b>4/2/2021</b>
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