

YARA ESSAM IBRAHIM ABASS

ACCOUNTANT / EXECUTIVE SECRETARY / DATA ENTRY SPECIALIST

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📍 Al-Naseem Al-Gharbi, Riyadh, Saudi Arabia

SUMMARY

Professional accountant and data entry specialist holding a Bachelor of Commerce degree in Accounting, with over 3 years of practical experience in the administrative and judicial fields. Played a pivotal role at the Public Prosecution by entering and processing sensitive data with high accuracy and maintaining its confidentiality. Possess advanced skills in Microsoft Office programs and electronic file management, with excellence in organization, teamwork, and effective communication. Seeking to apply my expertise and skills in a dynamic work environment that offers new challenges and contributes to my continuous professional growth.

EXPERIENCE

Data Entry Specialist | Public Prosecution (Family Affairs Prosecution, Maal Al-Zarqa) - Egypt

October 2022 - June 2025

- Responsible for entering data and information related to family affairs cases with high accuracy.
- Processing financial and legal data and maintaining their complete confidentiality.
- Updating databases regularly and systematically.
- Verifying the accuracy of information and reviewing it before entry.
- Preparing periodic reports and managing electronic and paper files.

Secretary | New Trans Shipping Agency - Egypt

June 2021 - June 2022

- Receiving clients and responding to phone and email inquiries.
- Scheduling appointments and managing the daily agenda.
- Preparing and organizing documents, contracts, and administrative reports.
- Following up on daily transactions and archiving documents systematically.

Trainee | Banque Misr - Egypt

September 2020 - October 2020

- Gaining knowledge of banking systems and financial procedures.
- Assisting with deposit, withdrawal, and banking service operations.
- Helping with entering financial and customer data.

Trainee | Savola Foods Company - Egypt

August 2019 - October 2019

- Participating in warehouse and inventory management.
- Assisting in preparing daily financial reports.
- Learning about the company's accounting system.

EDUCATION

Bachelor of Commerce - Accounting Major

Damietta University - Egypt

- Grade: Good
- Graduation Year: 2021

COURSES AND CERTIFICATES

Scientific Computing Center - Mansoura University

- Microsoft Office
- Marketing Skills
- Accounting
- Designing Marketing Advertisements
- Presentation Skills
- Accounting using Excel
- Human Resources
- Construction Accounting
- Bookkeeping
- Google Skills

Scientific Computing Center - Damietta University

- ICDL V.5 Certificate
- English Language
- Human Resources Program

SKILLS

Personal Skills

- Effective Communication
- Teamwork
- Problem Solving
- Adaptability to Change
- Initiative and Decision Making
- Analytical Thinking
- Responsibility
- Organization and Time Management
- Accuracy and Attention to Detail

Technical Skills

- Microsoft Office (Word, Excel, PowerPoint)
- Data Entry and Processing
- Internet Research
- Database Management

Software Skills

- Microsoft Office Suite
- Scientific Programs
- File and Document Management Systems
- Integrated Office Applications

LANGUAGES

- Arabic: Native Language
- English: Very Good

OBJECTIVE

Professional accountant holding a Bachelor of Commerce degree in Accounting, with over 3 years of practical experience in data entry, secretarial work, and administration. Seeking to obtain a permanent position in a stimulating work environment that allows me to develop my professional and administrative skills, and to contribute to achieving the institution's goals through my expertise in accounting and administrative processing.