



Mohamed Gaber

- **Marital Status:** Single
- **Date of birth:** 19-12-1994
- **Languages:** English & Arabic
- **Driving Licence**

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ACCOUNTING COMPETENCES

- **Accounts Payable**
- **Accounts Receivables**
- **Reporting**
- **Contracts**
- **Purchase Orders**
- **Warehouse Operations**
- **petty cash**
- **Inventory Control**
- **Invoices**
- **Import and Export**

WORK EXPERIENCE

Makka for Real State (AJMAN)

October 2021 — Present

Senior Accountant

- Issue residential and commercial Contracts and Renew it ,
- Handling Tax Invoices , Collections , Cheques and banking ,
- Handling daily petty cash , Deposits and bank reconciliation ,
- Prepare detailed journal entries and account analyses .

El SAFA FOR PRINTING

January 2019 — August2021

Accountant, Import and Export Spcialist (Full time)

- Work on NAFEZA (Cargo Website,) Follow up with the
- shipments. Prepare detailed journal entries and account
- analyses. Responsible for Perfoma Invoices, Final Shipping,
- Packing list. Container reservation, Follow up on Production.

Almarai

January 2017 — July 2018

Accountant (Full time)

- Prepare detailed journal entries and account analyses.
- Calculate taxes and tax returns (VAT)
- Prepare summary feedback of financial statements variances to budget
- Prepare monthly inventory for fixed assets and raw material
- Handling daily petty cash and prepare monthly reports.
- Handling accounts payable & payroll

Febi Car Motors Oil

October 2015 — August2021

Accountant (Part Time)

- Post and process journal entries to ensure all business transactions are recorded
- Update accounts receivable, payable and issue invoices
- Reviewing of expenses, payroll records etc. as assigned
- Update financial data in databases to ensure that information will be accurate and
- immediately available
- Deal with the customers and the supplier and deliver the goods

EDUCATION

Bachelor of Commerce (Accounting)

— September 2017

Alexandria Academy for Management and Accounting

IT/COMPUTER SKILLS

- Microsoft Office
- Quickbooks Pro
- Falcon Real state Accounting System