



Mohamed Gaber

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

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ACCOUNTING COMPETENCES

- **Accounts Payable**
- **Accounts Receivables**
- **Reporting**
- **Supplier Consolidation**
- **Purchase Orders**
- **Warehouse Operations**
- **Systems and Process Management**
- **Inventory Control**
- **Supplier Consolidation**
- **Import and Export**

WORK EXPERIENCE

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 (PartTime)

- 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

QUALIFICATIONS

- Driving Licence.
- Organized flexible and able to meet deadline in fast paced
- environment. Hyperactive, Creative, ambitious, self-motivated,
- and enthusiastic. Multi- tasking and good with people.
- Analytical & Communication skills.
- Planning and organizing skills.
- Problem solving skills.
- Ability to Work under Pressure.