



## summary

A 16 years experienced Accountant, capable of managing accurate accounting information , tax return support , bookkeeping and corporate operations . A financial professional with keen eye for detail and high level of integrity, Seeking to obtain an accounting position where I will be able to contribute my skill, knowledge and experience to a company that will give me an opportunity to develop my career.

## Work Experience

**2022 – till now**      **General Accountant**

**Hayah Medical Supplies Company, Egypt.**

- Handled day –to-day accounting processes to drive financial accuracy.
- Created budgets and forecasts for management group to meet regular accounting deadlines.
- Gathered financial information, prepared documents and closed books.
- Examined, reviewed and gathered financial statements for government entities.
- Completed daily and monthly cash functions like account tracking, payroll, and wage allocations, budgeting , cash and banking reconciliations.
- Conducted technical and analytical reviews of tax returns to check for accuracy and qualified deductions.
- Used advanced software to prepare documents, reports.
- Evaluated and improved financial records to make important business decisions.

**2018 – 2022**      **General Accountant**

**Al Marasi Al Emirati Food Industry , Egypt.**

- Handled day –to-day accounting processes to drive financial accuracy.
- Created budgets and forecasts for management group to meet regular accounting deadlines.
- Gathered financial information, prepared documents and closed books.
- Examined, reviewed and gathered financial statements for government entities.
- Completed daily and monthly cash functions like account tracking, payroll, and wage allocations, budgeting , cash and banking reconciliations.
- Conducted technical and analytical reviews of tax returns to check for accuracy and qualified deductions.
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## Ahmed Gaber

General Accountant

### Contact

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Date of birth : 1988

### Education

2009 Zagazig University

- Bachelor's degree in Accounting , English Section .
- Grade : Good

## Languages :

English : Excellent

Arabic : Mother Tongue

## Personal Skills

- Foodics Software
- Oracle Software
- Account reconciliation processes
- Tax accounting specialization
- Account reconciliation specialist
- Calculating Liabilities
- Cash Flow analysis
- Schedule management
- Financial statements expertise
- Book keeping
- Budget analyst
- Financial management
- MS Office Suite
- Studying CMA UAE

## 2011 -2018 General Accountant National Pest Control, Dubai –Emirates

- Gathered financial information, prepared documents and closed books.
- Maintained up-to-date knowledge on professional accounting standards to manage financial recordkeeping.
- Coordinated with clients to improve accounting payroll WPS and tax operation.
- Created budgets and forecasts for management group to meet regular accounting deadlines.
- Preparing monthly Receivables & Payables with Ageing Analysis.
- Handling the Product Registration with Ministry Of Environment.

## 2008-2011 General Accountant Qaser Turkish Restaurant , Dubai –Emirates

- Proficient in Foodics Programmed
- Experience in cost analysis, inventory management and financial reporting for F&B businesses.
- Proven ability to optimize food costs , improve profitability and ensure compliance with accounting standards Assisted in budgeting and forecasting for new menu launches and seasonal promotions
- Managing the operations of accounting related to Restaurants with all branches in UAE.
- Organize & ordinate all the accounting procedures for all transactions related to the Restaurant with and its branches in UAE.
- Completed daily and monthly cash functions like account tracking, payroll, and wage allocations, budgeting, cash and banking reconciliation.
- Responsible for supervision of all the accounts transactions in all the company's bank accounts with all its branches.