

Mohamed Gaber

Marital Status: Single E-mail: mohamed3007gaber@gmail.com

• Date of birth: 19-12-1994

• Languages: English & Arabic Phone: +971507540041

Driving Licence

Car

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 and Constructions

October 2021 — Present

Senior Accountant

- Issued and renewed residential and commercial contracts.
- Managed tax invoices, collections, cheques, and banking.
- Handled daily petty cash, deposits, and bank reconciliation.
- Prepared journal entries and conducted account analyses.

El SAFA FOR PRINTING

January 2019 — August 2021

Accountant, Import and Export Spicialist (Full time)

- Managed cargo website operations and shipment follow-ups.
- Prepared detailed journal entries and conducted account analyses.
- Handled proforma invoices, final shipping documents, and packing lists.
- Managed container reservations and monitored production progress.

Almarai

January 2017 — **July 2018**

Accountant (Full time)

- Prepared detailed journal entries and conducted account analyses.
- Calculated taxes and prepared VAT returns.
- Analyzed financial statements, providing variance summaries against budgets.
- Managed monthly inventory for fixed assets and raw materials.
- Handled daily petty cash and generated monthly financial reports.
- Managed accounts payable and processed payroll.

Febi Car Motors Oil

October 2015 — August 2021

Accountant (Part Time)

- Posted and processed journal entries to ensure accurate recording of business
- transactions.
- Updated accounts receivable and payable, and issued invoices.
- · Reviewed expenses, payroll records, and other financial documents as assigned.
- · Maintained and updated financial data in databases for accuracy and availability.
- Managed interactions with customers and suppliers, including overseeing goods delivery.

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

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