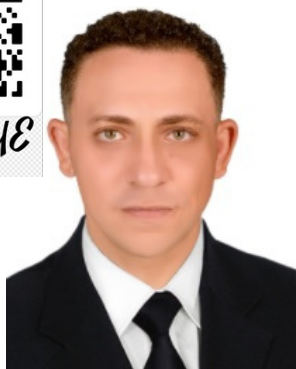




SCAN ME



CONTACT

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Abu Dhabi - United Arab Emirates

www.step by step.com

EDUCATION

Zagazig University

- Bachelor of Commerce accounting 2003 -2004
- Postgraduate Diploma in teaching 2013 - 2014

Course

- Digital marketing
- E-Commerce
- ICDL

Personal information

- Egyptian
- 2-February -1980

Languages

- English v good
- Arabic basic

ACCOUNTANT

AMIN MOHAMED KAMAL

PROFILE

As you will notice in reading my CV, I have been trained and educated in the areas of management and office automation and have several years of experience. I am bilingual and it is easy to deal with the different programs listed on my cv. Finally, I am available, dynamic, and a team player and these strong points will enable me to carry out my assigned duties in the most effective way possible. I will be very interested to work with you and developing my skills with you.

WORK EXPERIENCE

- Najma Al-Westia LTD** 2020 - 2024 SAUDI ARABIA
Accountant
 - Follow up the annual facility budget according to the time period prepared for it, explain the budget procedures to department managers and supervise their work in it.
 - Follow up on the incoming and outgoing to the accounting department, and follow up on payment and collection operations to ensure that they are carried out in accordance with the facility's policy.
 - Track the movement of creditors and debtors, and follow up on salaries, taxes, insurance payments, etc.
 - Audit the records of junior accountants, and ensure the legality of the attached papers with the correct dates.
 - Follow up on the inventory periodically, and conduct a surprise periodic inventory for permanent follow-up.
 - Supervise the treasurer regarding employee salaries and audit the payrolls every month.

Achievements

From 2021 to 2024 Establishing a business NGMAT AGENCY in Kenya and Uganda for export, import and employment

- Managing company budgets and managing accounts
- Preparing and supervising company profit reports
- Reviewing and verifying costs, expenses and revenues
- Planning and directing the efforts of employees in the company's financial department
- Supervising all operations and activities carried out by the company's finance department

Egyptian Ministry of Education 2010 - 2020 EGYPT

ICT Teacher

- Explaining the curriculum responsible for it according to the educational stages it is directed to.
- Planning and preparing lessons and educational materials and conducting them according to the announced study schedules.
- Directing and motivating students towards the curriculum. Guiding students to develop their talent and choose specializations that suit their thinking abilities.
- Developing students' skills and solving their problems that coincide with specific periods or age groups.
- Innovation, innovation, and use of modern teaching methods. Preparing and participating in school and student activities.
- General supervision of students inside the facility. Carrying out any other work assigned to him and falling under his scope of responsibility

skills

- Project Management
- Public Relations
- Teamwork
- Time Management
- Leadership
- Effective Communication
- Critical Thinking
- Graphic & Web Design
- Illustration & Drawing
- Photography & Editing
- Videography
- Advertising & Branding
- Conceptualization & Copywriting
- Management Skills
- Creativity
- Digital Marketing
- Negotiation
- Critical Thinking
- Leadership
- Financial management
- Follow up on the marketing plan
- Foreign relations



WORK EXPERIENCE 2005 - 2010

PREMIUM INTERNATIONAL FOR CREDIT SERVICES

SALE REPRESENTATIVE

EGYPY 2006 - 2010

- Updated and informed team about new premium merchants added.
- Enhanced customer satisfaction by efficiently handling inquiries and requests.
- Led a high-performing team, stepping in for supervisors during absences.

Achievements

- Achieved Top Sales at Premium International within my first year of service
- From 10/2007 (Sale representative) Credit Card National Bank of Egypt (NBE) visa or master& premium project
- Replaces the supervisor in vacations.
- Received calls, handling customers and answer requests.
- Updating cases daily and Informing members of new stores and branches joined to premium merchant list.

CRÉDIT AGRICOLE EGYPT

SALE REPRESENTATIVE

EGYPY 2005 - 2006

- Successfully managed customer inquiries via phone and in-person interactions.
- Consistently provided excellent service, enhancing customer satisfaction and loyalty.
- Resolved customer issues promptly, leading to a significant reduction in complaints.
- Achieved sales targets by effectively promoting Visa and # mastercard products.
- Sale (CRÉDIT AGRICOLE EGYPT) visa or master.
- Received calls, handling customers and answer requests.
- Handling customers and answer requests (via phone & in person)

White Whale Company

ACCOUNTANT

EGYPY 2005 - 2006

- Managed outgoing sales invoicing to streamline revenue processes.
- Promoted new products, enhancing market visibility and reach.
- Identified and developed new markets, increasing sales opportunities.
- Provided comprehensive information to ensure client engagement and success.
- Accountant invoices and the sales of the outgoing.
- Marketing of new products and follow-up outlets.
- Opening new markets and gives them all the information that should be knowledge

Accounting programs I have experience in dealing with

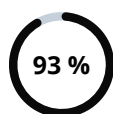
QuickBooks

FreshBooks

Holded

Zoho Invoice

Data
Visualization



Marketing



Machine
Learning



I am highly organized and detail-oriented, which allows me to handle multiple tasks efficiently. I am also a great team 'player and enjoy collaborating with others to achieve common goals. In addition, I'm fluent in [english languages you speak], which has proven to be beneficial in my previous roles, especially when dealing with international clients