

Ayman Gad

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Summary

Successful at controlling budgets, administering payroll, distributing invoices and handling any other accounting function in focused and exacting manner. Central to maintaining compliant and sustainable business operations. Consistent in accurately tracking expenses, reconciling accounts and supporting audits.

Experience

Al. Furqan Book Shop

Accountant

Dubai

- Maintained robust financial records for business for regulatory reporting and taxation.
- Accurately performed daily cash functions, including A/P and A/R tracking, budgeting, payroll transactions, expense management and various reconciliations.

Stone rarities for home maintenance

Junior Accountant

Dubai

- Used [\[Software\]](#) accounting software to perform bookkeeping, invoicing and bank reconciliations.
- Posted accounts receivable payments made by cash, cheque or credit card payments.

National Bank of Egypt

Teller

Egypt

- Reconciled cash and cheques against computer records at end of shift.
- Identified and eliminated errors when balancing cash point transactions, teller cash dispensers and teller cash recyclers.

Skills

- Bank reconciliations and balancing
- Full-cycle accounting
- Analytical reasoning
- Payment Processing
- Accounts payable
- Foreign tax reporting
- Data Entry
- VAT returns
- ERP Software

Certifications

- ICDL certificate
- BFA certificate
- Certificate From Accounting office

Education

High school

Kingdom of Saudi Arabia

Bachelor of Commerce

Banha university

Personal Information

- Date of birth: 09/17/94
- Nationality: Egyptian
- Marital status: Married
- Religion: Muslim

Languages

Arabic - English

Driving license

- UAE Driving license