



# AMR EL BAYOUMI

## PROFILE

I have more than 10 years of experience as an accountant. Now I'm looking for a challenging job with a rapidly growing organization that can provide me with a range of goals and job objectives within a contemporary and economical business setting.

## CONTACT ME

☎ 0506579456

✉ amr24elbauomy@gmail.com

📍 Dubai

## PERSONAL DATA

Date of birth : 10/1/1993

Nationality : Egyptian

I have residency

## LANGUAGES

Arabic : Native Speaker

English : Good

## PERSONAL SKILLS

- Teamwork
- Organization
- Responsibility
- High communication skills
- Ability to work under pressure.

## QUALIFICATION

- Bachelor's degree in computers and information  
Mansoura University - 2015

## WORK EXPERIENCE

### Accountant

#### Atyab Foodstuff Company - Egypt | 2017 - 2023

- Recording sales invoices on the program and ensuring that they are correct and that there is no tampering
- Collecting money from the representatives every day
- Issuing exchange orders for stores
- Responsible for employee salaries

### Accountant

#### Al Doha Company - Egypt | 2016 - 2017

- Recording sales invoices on the program and ensuring that they are correct and that there is no tampering
- Collecting money from the representatives every day
- Issuing exchange orders for stores
- Responsible for employee salaries
- Follow up on customer debts and ensure they are collected
- Follow up on suppliers' debts and ensure that they are paid on time

### Data entry

#### Mansoura Agency - Egypt | 2012 - 2014

- Entering customer data and requests.
- Entering product data and controlling their inventory and inventory.
- Adjusting product content and images and updating their data on online store websites.
- Ensure the accuracy of the data entered for all incoming orders.
- Signing out orders for customers with dates and times announced on the company's system.
- Organizing data for merchants and suppliers.
- Keeping documents related to orders on the computer in a form that facilitates searching and issuing reports