Mohamed Gaber

- Marital Status: Single
- Date of birth: 19-12-1994
- Languages: English & Arabic
- Driving Licence

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ACCOUNTING COMPETENCES

- **Accounts Payable**
- **Accounts Receivables**
- **Reporting**
- **Contracts**
- **Purchase Orders**
- **Warehouse Operations**
- **petty cash**
- **Inventory Control**
- **Invoices**
- **Import and Export**

WORK EXPERIENCE

Fast Engine Auto Service Center — October 2021 — Present

Accountant and Center Manager

- Managing the center, Handling the customers , Increasing sales
- Checking the Cars Technical Issues and following up with mechanics
- Handling Tax Invoices, Quotations , Collections , Cheques and banking , Handling daily petty cash ,
- Deposits and bank reconciliation , Prepare detailed journal entries and account analyses .

El SAFA FOR PRINTING — January 2019 — August2021

Accountant, Import and Export Spicialist (Full time)

- Work on NAFEZA (Cargo Website,) Follow up with the
- shipments. Prepare detailed journal entries and account
- analyses. Responsible for Perfoma Invoices, Final Shipping,
- Packing list. Container reservation, Follow up on Production.

Almarai — January 2017 — July 2018

Accountant (Full time)

- **Prepare detailed journal entries and account analyses.**
- **Calculate taxes and tax returns (VAT)**
- **Prepare summary feedback of financial statements variances to budget**
- **Prepare monthly inventory for fixed assets and raw material**
- **Handling daily petty cash and prepare monthly reports.**
- **Handling accounts payable & payroll**

Febi Car Motors Oil — October 2015 — August2021

Accountant (Part Time)

- **Post and process journal entries to ensure all business transactions are recorded**
- **Update accounts receivable, payable and issue invoices**
- **Reviewing of expenses, payroll records etc. as assigned**
- **Update financial data in databases to ensure that information will be accurate and**
- **immediately available**
- **Deal with the customers and the supplier and deliver the goods**

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**