

Sami Saleh Naguib

United Arab Emirates

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Professional Summary

Dedicated and detail-oriented Accountant with a strong educational foundation in Accounting and extensive experience in managing financial operations, invoicing, and Client relations. Seeking an accounting role to leverage my advanced analytical Abilities, organizational skills, and financial software expertise in contributing to the Company's success and integrity

Work Experience

Accountant at Nekhbat Elbidah Company (United Arab Emirates) 2025 – Present

- Managed daily revenue and expenses, ensuring financial balance.
- Prepared periodic financial reports for management decision-making.
- Accurately recorded financial transactions in accounting records.
- Processed and managed employee salaries, ensuring accurate deductions and entitlements.

Sales Agent at ALEXBANK (Samalout Branch) 2024 - 2025

- I market loans for individual and commercial clients.
- I deal with the client and prepare the documents with them.
- I follow up with the client after the disbursement and follow up with him to 2023 pay the Installments.

Accountant at Eye Shadow Company (Marsa Alam Branch) 2024

- Managed financial operations, including invoicing, reporting, and reconciliation.
- Handled accounts payable and receivable with accuracy.
- Prepared electronic invoices and monitored payment processes.
- Supervised warehouse operations, including staffing and scheduling.
- Strengthened client relations, ensuring satisfaction for hotel and spa partners.

Cashier at Dreams Market (North Coast Branch) 2021 – 2022

- Accurately processed financial transactions.
- Addressed customer requests and enhanced satisfaction through exceptional service.
- Collaborated on A/B tests, increased click-through

Education

- **Bachelor of commerce International Accounting and Finance program (Bani Suef University)**
- Graduation year:2024**
- Major: International accounting**
- Grade: Good**

Skills

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|-------------------------------|-----------------------|
| • Time Management | •Upselling Skills |
| • POS System Proficiency | •Adaptability |
| •Hygiene and Safety Awareness | •Cultural Sensitivity |
| •Customer Service Excellence | |
| •Communication Skills: | |
| -Multitasking | -Attention to Detail |
| -Teamwork | -Problem-Solving |

Languages

- **Arabic:** Native
 - **English:** Fluent (spoken and written).
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