

Amr Mohamed Abdelaziz

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CAREER GOAL

Secure a long term financial opportunity that will challenge me to learn continuously, organizational and creative ability. I wish to secure a position where I may express my dynamic personality, motivation, versatility and hard work.

EDUCATION

Bachelor of Commerce –
Accounting, SY 2011
Cairo University, Egypt

TRAINING

Computerized Accounting;

- Excel accounting
- Peachtree
- Quick books

Oracle financial system;

- R12 Oracle E-Business Suite Essential for Implementers.
- Al Ameen
- Tally
- Visual

PERSONAL DETAILS

Nationality: **Egyptian**

Language: **Arabic & English**

Military: **Completed**

Marital Status: **Single**

Write: **Arabic & English**

Driver License: **Yes**

PROFESSIONAL EXPERIENCE

Green Modeling Contracting, Dubai Accountant Cum HR Assistant

Jan 18 – Oct 18

- Posting of all accounting entries into the tally software
- Bank reconciliation.
- Account payable.
- Account receivable.
- Fixed asset management.
- Petty cash management.
- Financial Reporting.
- Prepare and process payroll for over 250 employees.
- Review and ensure accuracy of approved timesheets;
- Track and deduct all advances salary and other special payroll deductions
- Follow up attendance for employees.
- Calculating overtime
- Setting up new members of staff
- Responsible for the coordination efforts between payroll, human resources, budget and other departments to ensure proper flow and maintenance of employee data (including preparation/distribution of detailed reports, e.g. labor" home" work, overtime, leave balances, head count, and retirement contribution reports)
- Follow up & recording the sick leaves for the staff.
- Prepare the balance & annual leave calculation.
- Prepare the termination & resignation for the staff.
- Prepare end of service calculation.
- Follow up the HR system.
- Prepare the job offers & contracts.
- Follow up the Emails.
- Training new employees.
- Risk management.

Tasheel, Ajman Accountant

Jun 17 – Nov 17

- Audit all accounts of Tas'heel system.
- Audit G2 system for the Ministry of Labour and Follow up the Ministry of Finance.
- Follow up and Audit the Immigration system (CBD) and Emirates ID (Noqodi).
- Follow up and Audit invoices and match them with printing transactions.

- Handling all type of account both manual or accounts programs.
- Maintaining accounting records and preparing accounts and management information.
- Preparing Financial Statement, including monthly and annual accounts.
- Preparing Profit and Loss Statement and monthly closing and cost accounting reports.
- Preparing and Reviewing budgets, revenue, expenses, payroll entries, invoices, and other accounting documents.
- Ability to analyze financial data and prepare financial reports.
- Follow the movement of banks and the preparation of bank reconciliations.
- Preparation of purchase orders and delivery orders and follow the movement of inventory and annual inventory of the goods.

**Al Rashid General Contracting Company & Ebtikar, Abu Dhabi
Accountant**

May 16 – May 17

- Posting of all accounting entries into the Tally software And Visual.
- Financial Reporting.
- Financial reconciliation.
- Account payable/receivable.
- Fixed asset management.
- Petty cash management.
- Payroll.
- Follow up attendance for employees.
- Follow up & recording the sick leaves for the staff.
- Prepare the balance & annual leave calculation.
- Prepare the termination & resignation for the staff.
- Prepare end of service calculation
- Prepare the job offers & contracts.
- Prepare the payroll.
- Follow up the HR system.
- Follow up the Emails.
- Preparation the circulars (MEMO).
- Transfer & renew the residence.
- Transfer information from the old passport to the new one.
- Preparation the Visa commercial for the employees in outside branches.
- Preparation the official letters from our company to government departments for the completion of some works.
- Write on the printing machine for some transactions.

**Arab Company for Trading & Distribution Dina Farms, Egypt
Accountant**

Nov 14 – Oct 15

**Logy Company for Food Packaging, Egypt
Accountant**

Jun 13 – Oct 14

**EL-Badr Trading and Transport Company, Egypt
Collector**

Jan 12 – Jun 13

Legal Office for Accounting and Auditing, Egypt

Jul 09 – Jul 11