



Omar Gaber

Accountant

Energetic and positive person with a passion to improve my skills more and more

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📍 Sheikh Zayed st- Saeed Tower 1, Dubai, UAE

WORK EXPERIENCE

Accountant/Bookkeeper

Lord Manufacturing and Trading Company

06/2019 - 06/2021

Alexandria, Egypt

Achievements/Tasks

- Creating and establishing tables of accounts and assign entries to proper accounts
- Bank reconciliation
- Receive and process invoices and billing statements
- Maintaining balance sheet schedules
- Prepare weekly/monthly reports
- Assisting in auditing work and assisting/responding to company accountants
- Informs and assists Customer Service Manager or management with cashiers having problems over and short
- Work within our company's management planning (MPP) guidelines to maintain productivity
- Assisting with monthly, quarterly or annual audits; comprising of reconciliations of AP, AR, and General Activities
- Assist with preparation on monthly, quarterly and annual personal financial statement preparation

SKILLS

Fast typing

Excel

Word

Computer skills

Fast learner

Sql

Quickbooks

Reconciliations

Peachtree

Accounts Payable

Accounts Receivable

Advanced Excel

Pivot Table

Vlookup

Sage

LANGUAGES

Arabic

Native or Bilingual Proficiency

English

Professional Working Proficiency

German

Limited Working Proficiency

EDUCATION

Bachelor's of Commerce (Accounting)

Faculty of Commerce

04/2014 - 07/2018

Alexandria