



Amr Ali Abd EL-Salam Gad

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Career Objective

- * Seeking a challenging position in a reputable company where my academic background and interpersonal skills are well developed and utilized.

Experience

Accounts Manager (Ain Al Khaleej Private School), United Arab Emirates - Al Ain, from April 2022 until now

مدير الحسابات (مدرسة عين الخليج الخاصة) الامارات العربية المتحدة - العين ، من تاريخ ابريل 2022 حتى الان

Director of financial and administrative at Alraheema Medical Center (Saudi Arabia)

from 09-01-2018 until 30-03-2020

Polyclinic (Management of clinics - Termination of government transactions - Follow-up staff

Follow up Marketing and Reception – purchases - Financial Management – Insurance company)

مدير مالي وإداري، مركز العيادات الرحيمة الطبي (المملكة العربية السعودية) (إدارة العيادات – إنهاء المعاملات الحكومية متابعة التسويق وقسم الاستقبال – متابعة الكادر الطبي والتوظيف – تقييم العيادات من حيث التكلفة والربحية والاداء – متابعة شركات التأمين)

1. From 01-01-2016 until 25-12-2018-working as **Internal Auditor** at Reval Co(Dental and Skin clinics). Operating and audit departments Branches (Financial Management- Human Resources- Purchases-Marketing)

من تاريخ 2016-01-01 الي تاريخ 2018-12-25 مراجع داخلي (مركز رفال الطبي – سيلين الطبي بالرياض) لطب الأسنان والجلدية

2. From 01-2011 until 01-2016 – work as **senior accountant** under Oracle applications environment at **Jeraisy Company for Computer and Communications Services (JCCS) In Riyadh, KSA.**

*** Senior Account Receivables (AR)**

- Managing order to cash life cycle
- Create costumer.
- Create and import invoice.
- Receive receipts.

*** Senior Account payables (AP)**

- Managing Procure to pay life cycle to end.
- Create supplier, Enter invoice & Make payment.
- Review Expense.

*** General Responsibility**

- Oracle general ledger accountant
- Prepare financial report, analyzing user needs, conferring with users to improve procedures and identifying and solving problems.
- Supporting financial modules (GL, AP , AR , CM , FA)

- Reconcile bank statement (CM)

Skills:

- Strong communication and presentation skills
- Excellent knowledge of ERP SAP & ORACLE
- Ability to work under pressure
- Problem solving skills
- Dedication to on time delivery
- Public relation skills
- Self-motivated
- Good Team work
- Internet Navigation.
- Very good typist (English, Arabic).

Mastering in uses officeXP, 2003, 2007 and 2010 package.

Accountant at

(Bahraoui Tourism Investment) Cairo - Egypt

From June 2009 – September 2011 (2 years 4 months)

Providing sound advice on the company financial present and expected future status, Planning and directing a financial map of the company operating expenses and profitability, Evaluating, recommending and implementing best financial/capital investment plans.

- Checking and verification of all accounting vouchers.
- Data entry into accounting software.
- Preparing daily & monthly sales and collection statements.
- Bank reconciliation statements
- Preparing and submitting books of accounts for annual audit

Education

Bachelor degree, **Faculty of Commerce, Accounting, 2010, Zagazig University**

English course advanced level in Armed Forces Institute

Certified management accountant

Information technology (IT) training course at Zagazig University

ICDL certificate with the support of UCO

Languages skills:

- Arabic: Native language.
- English: Very good spoken and written.
- French: Fair.

Personal Data:

- Nationality: Egyptian.
- Date of Birth: 1989.
- Age: 34
- Marital status: Married
- Military Service: Exempted.

If Im Given The Chance , I Will Be As You Think Of Me.....
And , I Hope My C.V Meets Your Satisfaction To Join Your SuccessfulWork Team

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