



Muhammed Gamal Saad Abdelbaki

Admin Assistant Cum General Accountant

Visa status: Resident

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About me

I am a highly competent Accounting professional with a proven track record in creation of full accounting system and all of associated with business. I have strong skills in using office modules as well as excellent interpersonal skills, enabling me to interact with a wide range of clients. I am eager to be challenged in order to grow and further improve my business skills generally. My greatest passion in life is using my experience to benefit other people and organisations.

Education

- Bachelor of commercial studies, Mansoura university 2013.
- Studying CMA (Financial-Budget-Cost-Internal Control-Performance) at OUTBOX Institute 2016 and Mini MBA (Marketing & Management & IT) 2017.

Recently

General Accountant and Admin Assistant at “FKF TRADING Co.” for Food Dubai-UAE since Dec. 2019 until now

- Communicating the international factories and companies and attending Gulfood Exhibition 2020.
- Preparing bank letters related the company where I'm authorized from company boss with all of administrative procedures.
- Sending and receiving emails for factories, companies and Banks.

Job History

(Jan. 2017 – Oct. 2019)

Financial Accountant in Main Branch of GM Company, Alex - Egypt

- Preparing both journal entries of all daily transactions by “Developer” program.
- preparing ledger for all accounts in main table as public ledger.

Mars. 2015 – Dec. 2016

Financial accountant in of GM company, Cairo -Egypt

- Recording inputs and outputs cash as cash accountant
- Preparing customer's data in Excel as a customer services accountant
- Inserting invoices of customers and making daily restrictions their own.

Dec 2013 – Feb 2015

Cost Accountant at Pasta Factory called “Al-ASIEL Pasta”, DEMIETA - Egypt

- Entering invoices of bank procedures between customers & suppliers and the company like deposits and withdrawals
- Recording the expense invoices and goods sells into ERP programs.

Mars 2013 – April 2013

Pioneer programming company, MONOFIA-Egypt

- Create a security system called “permission system” for many pages in web with C# language ASPX.

Training Courses

- Accounting Office for training such as Making journal entries for a company and Preparing of Trial Balance, Statement of Financial Position, Balance Sheet, Income Statement by notebook and Excel during this period from Aug. 2014 to Aug. 2016 Accounting Office “Mohammed Abdel-Rauf "Cairo-Egypt.
- Programming with C# ASP windows & web training at NEWHORIZON Center 2012.
- Studying of Mini MBA at “Orascom institute” [Marketing-Management-Finance-It] in 2017
- I had got ICDL license (Word-Access-Power Point-Excel-Window) 2009.

Relevant Skills:

- Ability to handle multiple-tasks.
- A Team Player.
- Strong communication and presentation skills.
- Appreciate responsibility and aspire to learn more about various fields of interests.
- I usually use Office with various modules (Exel-Word) perfectly.

Achievements

- My graduation project was about accounts system for both of Journal entries, T. Count “Ledger”, Statement of Financial Position, Income Statement and Expenses Analysis.
- Create a permission system using web “How to make a security system by C#.ASPX language.

Languages

- **Arabic: Native Language.**
- **English: Good in professional and social environment.**

Hobbies

Soccer practice, Body building, Tennis, Squash and Volleyball.