

Moamen Gamal

ACCOUNTANT

OBJECTIVE

- Highly motivated and result oriented recent accounting graduate with years of experience in handling accounting related functions and implementation of accounting. Preparation of financial statements, audit preparation, banking, generating various reports Statutory compliance and reconciliation of accounts.
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EXPERIENCE:

1. Site Accountant at Al-ATTABI for contracting

Jan 2024 till now

- Head quarters in 6th of October Beverly hills , Worked in bank misr building in the smart village, and a warehouse and office buildings in 10th of Ramadan city . responsible for registering workers and paying them, recording equipment and supplies of construction requirements and site living, from cars movement to basic requirements and establishing the required documents, dealing with petty cash and reporting it on a weekly basis, creating a complete documentary report on the site, an expenditure schedule, and a summary of basic costs, and a storekeeper, carrying out supply and disbursement orders, recording them, and distributing the disbursed amount to the project cost.

2. ASSISTANT ACCOUNTANT at elevators company.

Jan 2021 – Dec 2021

- recording customer invoices and responsible for the treasury.

3. Cashier at café.

Jan 2022 – Dec 2023

- Responsible for registering customer and supplier invoices, responsible for the treasury and warehouse, recording daily financial transactions, and extracting financial extracts from them periodically.

CONTACT

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Mit Ghamr, Al-Dakahlia

ABOUT ME

possess strong analytical skills with experience in handling various financial tasks with ease.

EDUCATION

Zagazig University, 2022
Bachelor of Commerce,

SKILLS

- Very good proficiency in Microsoft Office.
- Good Command of English Language
- Ability to work under pressure

