

Micheal Gamal Yacoub

El-Agamy- ٦ October- Next to Abu Saber Grills
Alexandria- Egypt

٠١٢٠٧٢٦٨٤٩١-٠١٢٠٣٩٤١٥٢٥

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- **Objective**

Seeking for an opportunity in the field of accounting and finance that utilize my previous work experience, academic background and my skills while meeting the organization's goals and to enhance it.

- **Education**

- **College:** Faculty of Commerce at Alexandria University, June٢٠١٩.
- **Degree:** bachelor.
- **Major:** accounting, Arabic section.
- **Grade:** Good

Work Experience

I have been working as a general accountant at lavita Foods factory since April ١, ٢٠٢٥ until now.

١. Monitoring customer accounts and collections, and preparing periodic reports.
٢. Calculating sales representatives' commission for each month.
٣. Responsible for calculating the cost of cardboard boxes, including raw materials, fixed costs, and variable costs.
٤. Reviewing employee salaries and dividing salaries into basic salary, attendance allowance, and bonus allowance
٥. Prepare a report on the deviation between the actual cost and the ideal cos

From ١/١١/٢٠٢٤ to ٣١/٣/٢٠٢٥ I work in Umm Al Noor Smart Fiber Factory as a general accountant :

١. Preparing employees' salaries
٢. Enter purchase and sales invoices into the Libra system, calculate the value of the allowed or earned discount, calculate the discount and collection tax, and print the discount and collection notice.
٣. Inventorying the raw materials and finished product warehouse, recording the addition and disbursement permission on the system, and making settlements

From ٢٠٢٢/٥/١٨ to ٣١/١٠/٢٠٢٤ I work in Saint Ann dispensary as a general accountant:

١. Collection of daily revenue for clinics
٢. Preparing employee salaries and additional goods
٣. Preparing doctors' salaries and supplying income tax to the public sector monthly
٤. Preparing purchase orders, purchasing the required materials and equipment, making the payment receipt and the receipt of the receipt
٥. Car revenue collection
٦. Making exchange and adding permission to stores

From ١٢/٨/٢٠٢١ to ١٦/١/٢٠٢٢ I work as a warehouse accountant in Felix Pack for chemicals:

- ١. Inventory of raw materials warehouse, finished production warehouse and production warehouse on a regular basis
- ٢. Enter permission to add and exchange materials on the company's program
- ٣. Enter permission to add and spend the full production on the company's system
- ٤. Calculating the cost of raw materials included in the finished product
- ٥. Preparing a monthly inventory of stores and losses

Training courses

- ١. Professional Financial Accountant Diploma (PFAD) (From: EG-Trainers)
- ٢. Online-Electronic Accounting Diploma (From: INFORMATION SYSTEM INSTITUTE THIRD FIELD ARMY)
- ٣. COMMERCIAL EXCEL at Alexandria university (٢July٢٠١٩:٢٥ September٢٠١٩)
- ٤. ICDL (٢٩ October٢٠١٧:٢٥October٢٠١٨)
- ٥. Training in the Electricity Company (١July٢٠١٧:٢٠July٢٠١٧)
- ٦. Training in the Arab contractors' company (١٣Agust٢٠١٧:٣٠Agust٢٠١٧)

Language:

- Arabic: Native language.
- English: Good command of English both written and spoken.

character skills

- Communication Skills (oral).
- Self-motivation.
- Team Work.
- Time management.
- Able to work under pressure.
- Willingness to learn.

• Personal information:

- Date of birth: ١٢October ١٩٩٦.
- Nationality: Egyptian.
- Marital status: single.
- Military status: result