Amer Mohamed Abu Deif

Personal information

mamer9668@gmail.com

51 El Gawaher Street , Sidi Gaber , Alexandria, Alexandria (Egypt)

1 Jan 00

Male

Egyptian

+20 102 0997686

Mother tongue(s)

Arabic

Professional experience

Accountant

1 Jan 20- 15 Sep 24

Samer Omar Legal Accounting Office & Tax | Alexandria

As an Accountant, I was responsible for preparing tax returns, ,and providing financial advice to clients. My duties included analyzing financial data, Doing Chart of accounts , Documentary Cycle, Bookkeeping ,Accounting cycle using ERP system programs. ,General journal using the American way,Subsidiary journals using the French way,Managing dealing and controlling the movement of cash and inventory, Registration in customers' subsidiary ledger,Registration in suppliers' subsidiary ledger, Preparing the financial statements in according with the Egyptian accounting standards, and assisting clients in tax planning, also responsible for issuing their E-pays and electronic invoices ,Additionally, I maintained up-to-date knowledge of tax regulations and interacted with clients to address their concerns and inquiries.

Supervisor

15 Mar 23- 1 Sep 24

2MA for Import & Export | Alexandria

Supervised daily operations of the company, ensuring compliance with regulations and proper documentation for shipments.

Coordinated logistics and communication between suppliers, customers, and freight forwarders to optimize supply chain efficiency.Developed and maintained relationships with international partners to facilitate smooth transactions and resolve any issues that arose.

Education and training

Bachelor Degree in Faculty of commerce and Business Administration , accounting department , Alexandria University | Alexandria

1 Sep 19- 15 Sep 24

Foreign language(s)

English

Listening	Reading	Spoken interaction	Spoken production	Writing
A2	A2	A2	A2	A2

Personal skills

Job-related skills

Courses:
-Microsoft Office (Word, Excel, PowerPoint)
-Advanced Excel for Accounting
-Odoo ERP System

Hobbies

Professional Volleyball Player