Muhammad Gamal Abbas

Administrative & Financial Coordinator

mohamedgamaleldin532@gmail.com +971502088329 Ajman, United Arab Emirates



An Accountant and Administrative Coordinator with over 6 years of experience in administrative and financial fields, including financial reporting, budget management, daily operations coordination, and team supervision. Proficient in accounting systems such as QuickBooks, financial data analysis, budget preparation, and final reports. Also skilled in administrative tasks such as meeting organization, file archiving, and internal policy development. Demonstrates strong leadership and analytical abilities with a high capacity to work under pressure and deliver accurate results in fast-paced work environments.

Career Objective

To join a certified entity under the UAE Ministry of Human Resources and Emiratisation, such as Tas-heel centers, utilizing my experience in processing work transactions, contracts, and governmental systems. I also aim to contribute to a reputable organization as an accountant or administrative professional, supporting operational efficiency and performance improvement.

Education

• Bachelor's Degree in Politics and Economics – Beni Suef University, Egypt – 2020

• Master's Degree in Political Science (In Progress) – Expected: August 2025

Professional Experience

- Administrative & Accounting Coordinator

Genius Factory Academy – Ajman, UAE Jan 15, 2023 – Present

Administrative Responsibilities:

- Coordinate and supervise daily administrative operations to ensure smooth workflow.
- Prepare and organize meetings, maintain structured and secure documentation.
- Create and manage employee and client files, providing required documentation to management.

- Monitor employee compliance with internal policies and contribute to policy development.
- Participate in recruitment processes, including CV screening via ATS systems and interview coordination.
- Monitor administrative and employee performance and report to senior management.
- Organize internal training programs and promote professional development.
- Support internal and external audit processes and respond to auditor inquiries.
- Analyze workflow and suggest efficiency improvements.
- Handle employee and client complaints to ensure a productive and positive work environment.

Accounting Responsibilities:

- Prepare tax documents and reports, ensuring compliance with accounting laws.
- Manage budgets and expenses; prepare periodic financial reports.
- Perform journal entries, bank reconciliations, and manage accounts payable/receivable.
- Prepare and analyze financial statements (Income Statement, Balance Sheet, Cash Flow).
- Contribute to budget forecasting and analyze variances between planned and actual results.

Tas-heel (MOHRE) Platform Responsibilities:

- Process and complete work permits electronically via Tas-heel platform per MOHRE guidelines.
- Modify and update employment contracts within the unified contract system.
- Generate establishment reports such as labor and employment records for submission.
- Coordinate with typing offices and official service centers for smooth transaction processing.

- Freelance Financial & Administrative Coordinator

Mobile Phone E-Commerce Company
Beni Suef, Egypt Mar 7, 2019 – Dec 25, 2022

Responsibilities**:**

- Organize order processing, shipping, and customer communication to ensure quality experience.
- Develop and execute online marketing strategies to enhance customer engagement and brand visibility.
- Draft and implement operational policies including return and shipping protocols.
- Monitor and update online product content and pricing according to market trends.
- Prepare financial forecasts, conduct periodic analysis, and support investment modeling and feasibility studies.

- Administrative & Accounting Coordinator

Sky Light Travel – Beni Suef, Egypt Jan 7, 2018 – Feb 15, 2019

Responsibilities**:**

- Manage customer bookings and coordinate with tourism service providers (hotels, transport).
- Prepare and update travel itineraries based on customer requests.
- Process travel documents (invoices, tickets, travel plans).
- Address customer complaints and provide immediate solutions to ensure satisfaction.
- Oversee execution of tour programs and ensure alignment with agreed arrangements.
- Negotiate prices and contracts to ensure quality and competitiveness.
- Design promotional offers and update marketing content across social media platforms.
- Generate periodic reports on trip performance and customer satisfaction.
- Analyze customer feedback and suggest innovative ideas to enhance travel experience.
- Prepare financial data, issue invoices, and assess program financial performance.
- Monitor cash flows and working capital.
- Coordinate between service providers and clients with data-driven service improvements.

Skills

Accounting & Management Software:

- QuickBooks, ERP systems, Microsoft Office (Word, Excel, PowerPoint)

Administrative Skills:

- Report writing, meeting organization, time management, team coordination

Creative & Design Tools:

- Canva, KineMaster, Leonardo AI

Web Management:

- WordPress

Personal Skills:

- Problem solving, critical thinking, teamwork, accuracy, efficiency, commitment

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References

Name: Mohamed Abdelazim Abdelsalam
Job Title: Psychologist – Dubai National School | Director – Genius Factory Academy
Professional Relationship: Direct Manager
Phone: +971 52 238 7974
Email: psychologistmohamed1989@gmail.com