Amr Anter Ali

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Email: amrkabaka1@gmail.com
Birthday: 06/10/1990
Military service: Completed
Social status: Married and have
daughters

OBJECTIVE

I am interested in obtaining a development position, in a challenging environment that focuses on the applications of technology to enterprise knowledge management, distributed computing, e-Business, and system Engineer.

WORK EXPERIENCE

Ahmed Alsallab
(Receivables Accountant) From - To

Responsibilities:
1. Process accounts and incoming payments in compliance with financial policies and procedures 2. Perform day-to-day financial transactions, including verifying, classifying ng computing, posting, and recording accounts receivables data.
3. Prepare bills, invoices, and bank deposits.
4. Reconcile the accounts receivable ledger to ensure that all payments are accounted for and properly posted 5. Facilitate payment of invoices due by sending bill reminders and contacting clients.
6. Generate financial statements and reports detailing accounts receivable status.

Ahmed Alsallab
(Data Entry) From - To

Responsibilities:
Prepare, compile and sort documents for data entry
1. Checking of source documents for accuracy.
2. Verifying data and correct data where necessary.
3. Obtain further information for incomplete documents.
4. Combine and rearrange data from source documents where required.
5. Enter data from Customer documents into a prescribed computer database, files, and forms.
6. Daily base scanning of documents into document management systems or databases.
7. Daily base checking of completed work for accuracy.
8. Store completed documents in designated locations.
9. Maintain Proper records of activities and tasks.
10. Respond to requests for information and access relevant files.
11. Print information when required for Management.
12. Managing the Store assets through the store System.

EDUCATION   Year of Graduation 2011

Bachelor Degree of Information System
Almadina Academy

**ADDITIONAL
SKILLS**

Good social communication.

Self-study. Quick to learn and employ new
knowledge and skills.

Motivate others, work well in a team and work
well under pressure.