



SABER ABDELNABY IRFAN

account manager

egypt

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25-05-1985

male

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PROFILE

A highly organized and hard-working individual looking for a challenging role in a reputable organization to utilize my technical, and management skills for the growth of the organization as well as to enhance my knowledge

EDUCATION

2004 → 2008 Alexandria University	Bachelor degree from faculty of commerce
06-2010 → 04-2012 Faculty of commerce university of alexandria	Diploma in financial accounting

WORK EXPERIENCE

05-2023 → present RADY TRANS Tax Manager	<ul style="list-style-type: none">Follow-up and coordination between the accounting department employees and evaluate their performance periodicallyEnsuring compliance with the tax registry and constantly following up on the organization's tax file.improving operations through development and implementation of best practices.
2023 → 2023 AL-YAZIDI TRADING CO. (KSA) customer accountant	<ul style="list-style-type: none">Remote Working.Follow-up on customer balances and record all their transactions, including invoices, payments , and settlements.assistance in preparing periodic and monthly reports for clientspreparing a weekly report on customer collectionsentering customer data into odoo programassistance in preparing accounting entries for clients.
12-2020 → 02-2023 VIDA TECH Account manager	<ul style="list-style-type: none">Preparing the documentary recycle (accounts, purchases, sales, production, administrative affairs) and training employees and managers on handling documents to tighten control.Organizing files related to the legal status of the company and ensuring the existence of all documents and certificates related to the activity and correspondence and addressing government institutions in a manner that serves the goals and interests of the company.Submission of tax returns on legal dates.Follow-up and verification of customer and supplier accounts.Follow-up and review the daily movement of the main treasury and follow-up of customer receipts and sales (cash - notes receivable) and cash deposits in the bank.Follow-up and review the recording of daily entries and deportation to the general ledger of financial operations.Preparing the financial statements.

04-2020 → 11-2020

Majestic biopharma

Account manager

- *Preparing the documentary recycle (accounts, purchases, sales, production, administrative affairs) and training employees and managers on handling documents to tighten control.*
- *Following up the daily supply of cash in the bank.*
- *Follow-up accounts and supplies of suppliers.*
- *Follow-up of deferred sales and deferred customer accounts on a monthly basis.*
- *Participate with the sales department in setting sales targets for delegates.*
- *Monitoring stock movement.*
- *Applying the accounts program and training accountants on it.*
- *Submitting tax returns on legal dates.*
- *Monitoring the performance of the company's financial management and accountants.*
- *Monitoring the cash flows required for the company's performance.*
- *Monitoring bank transactions and all matters related to bank statements and information and issuing checks.*

08-2019 → 04-2020

Al-Ahram Office for Accounting and Auditing

Audit Manager

- *Preparing, processing, arranging and filing tax returns (VAT) on the website.*
- *Preparing the financial statements of the company or establishment.*
- *The ability to contribute to providing financial and administrative advice for the company or establishment.*
- *Contribute to the preparation and development of financial and accounting policies and procedures for the company or establishment.*
- *Preparing all accounting entries for customer and supplier accounts and bank transactions manually and automatically.*
- *Participate in preparing the final accounts.*
- *To review the accounts and balances of customers, suppliers and the fund before and after registration.*
- *Review the exchange documents for payments and receipt documents for receipts and ensure their integrity and that they are approved by the authority.*
- *Full supervision of the application of the tasks of accountants and warehouse keepers and funds according to the tasks assigned to each of them.*
- *Issuing reports to the administration on a regular basis.*
- *Tax examination*

08-2008 → 07-2019

Zahran Group for House Holding (S.A.E.)

Senior Senior Accountant

- *Assist in prepare general ledger, income Statement, Balance sheet and other financial report.*
- *Assist in quarterly and year-end financial closing processes*
- *Assist with the coordination of the annual financial audit with external auditors and Tax auditors*
- *Review and post daily transactions*
- *Prepare monthly and quarterly expense analyses*
- *Producing monthly financial and management reports*

PERSONAL SKILLS

- ✓ Analysis and Decision-Making skills
- ✓ Networking, negotiating, and problem-solving skills
- ✓ Detail oriented, strong organization and a high degree of accuracy
- ✓ Excellent conceptual and analytical skills
- ✓ Managing tasks and problem-solving skills
- ✓ Able to work on my initiative or as part of a team

SOFTWARESKILLS

Microsoft Word	<div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div>
Microsoft excel	<div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div>
Microsoft Power Point	<div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div>

LANGUAGES

Arabic	<div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div>
English	<div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div>

HOBBIES



Reading



Travel