

# MOHAMED NABIL

ACCOUNTANT

## CONTACTS

Ajman, United Arab Emirates

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## PERSONAL DETAILS

Date Of Birth  
01/10/1997

Nationality  
Egyptian

## SKILLS

Microsoft Word

Microsoft Excel

Writing

Microsoft PowerPoint

Digital Marketing

Microsoft Office

Sales

Management

Safes

## EDUCATION

FACULTY OF COMMERCE,  
DEPARTMENT OF  
ACCOUNTING

KFS University, 2020

BSc of Arabic Commerce,  
Accounting Major - KFS University

## LANGUAGES

Arabic

English

## SUMMARY

Energetic, enthusiastic, and ready to be part of a growing team to lead the institution into a bright future, and known for delivering friendly service and personalizes attention to all customers. Contributed to achieving branch goals by recommending products and services that customer needs. Solid knowledge of banking regulations and compliance matters. Adhere to security and compliance procedures for protection of cash and other assets.

## WORK EXPERIENCE

### ACCOUNTANT

Las Fegas Oil & Greas Trading Sole  
Proprietorship L.L.C, Ajman, UAE

OCT - 2023  
Currently

- Expertly manage all accounting transactions and ensure timely preparation of budget forecasts and publication of financial statements.
- Diligently compute taxes and prepare accurate tax returns.
- Oversee balance sheets and profit/loss statements, guaranteeing precise financial reporting.
- Drive process improvements to enhance operational efficiency and ensure stringent compliance.
- Contribute to the preparation of annual budgets and forecasts, providing strategic insights to optimize financial performance.

### Assistant Manager

Kuwait Food Co. Americana, UAE.

OCT - 2022  
OCT - 2023

- Upheld full accountability and dedication among branch staff, enforcing strict adherence to office decorum and professional attire.
- Vigilantly ensured compliance with company policies and procedures, safeguarding the integrity of branch operations.
- Protected branch assets by rigorously implementing operational policies and mitigating risk exposures.
- Successfully met and exceeded sales and marketing objectives as set by management.
- Maintained stringent cash management protocols, ensuring cashiers secured cash boxes and implemented dual custody of safe keys overnight.
- Diligently monitored and recorded staff overtime and attendance, ensuring accurate timekeeping.
- Coordinated daily dispatch of reports and statements to Head Office, aligning with organizational requirements.
- Optimized branch efficiency through strategic staff allocation and ensuring adequate staffing levels.

### ACCOUNTANT

Heart Attack Restaurant., Cairo, Egypt

JAN - 2018  
JAN - 2020

- Expedited efficient checkout processes, ensuring swift and precise transactions.
- Actively promoted store credit card offerings to enhance customer engagement.
- Provided exceptional assistance to guests, elevating the shopping experience.
- Diligently compiled daily sales reports, encompassing both cash and credit transactions.
- Entrusted with the secure management of funds throughout the shift.