

NEVEN GAD

PERSONAL INFORMATION

Date of birth:
25/04/1980

Nationality:
Egyptian

CONTACT

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Address:
54St. Anas Ebn Malek, Ard Elfadaly,
Sidi Beshr Qebly, Alexandria

EDUCATION

-Diploma in Financial Accounting (Very Good) – 2004
BSc of Commerce, Accounting major, Alexandria University (Very Good) July 2002

WORK EXPERIENCE

*AlYosser for Trading:

Accounting Manager, 2009 – Now

Responsibilities:

- Managing Budgets Follow-up and supervision of the preparation of reports and accounting lists for multi-branch companies, multinational companies and sister companies.
- Follow up on money flow: Actions of the treasury and bank accounts
- Managing financial analysis: Follow-up and supervision of financial analysis reports.
- Importing: Dealing with Letters of Credit And Handling Imported shipments.
- Factories costing: Calculation and follow-up of production costs and the internal production equation.
- Participate in the analysis of accounting and sales programs and work on testing them and verifying the validity of the data
- Follow up the daily reports of all accounts, auditing and internal auditing.
- Follow up the monthly inventories of the warehouses and the stock portfolio.
- Follow up the annual inventory of fixed assets.
- Follow up the daily tasks and supervise all employees within the financial departments.
- Control and supervision of all financial documents and follow-up on archiving it.
- Supervising the implementation of procedures related to financial matters and the accounting cycle.
- Supervising the preparation of the monthly financial centers.
- Review the quarterly and annual operations.
- Follow up on monthly payroll records, participated in preparing the internal regulations regulating the work environment and working on preparing the monthly salaries.
- Follow-up accounts, taxes and foreign import letters with the chartered accountant's office.
- Calculating and following up on the expenses.

*** AIYosser for Trading:**
Financial Accountant, 2004 – 2009

***Henz Trade For Import And Export:**
Financial Accountant, 2002 – 2004.

***Consultant Integrated Group (CIG) :**
Financial Accountant, 2000 - 2002.

LANGUAGES

Arabic (Mother tongue)

English (Fluent)

SKILLS

-Organizational skills.

- Problem solving.

- Good work ethic.

-Time management.

-Presentation skills.

- Microsoft office.

-ERP/CRM Systems