Ahmed Gaber Hassan

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📍 Current Location: Saudi Arabia
🌍 Nationality: Egyptian
📄 Residence Status: Transferable Iqama

PROFESSIONAL TITLE

General Accountant | Procurement Officer | Accounts Receivable Accountant | Odoo ERP | Excel & Power BI

PROFESSIONAL SUMMARY

General Accountant and Procurement Officer with over 13 years of experience across pharmaceutical, food manufacturing, retail, and industrial sectors. Experienced in accounting operations, accounts receivable, accounts payable, procurement management, and financial reporting.

Proficient in Odoo ERP, Microsoft Excel, and Power BI, with strong expertise in supplier management, purchase orders, bank reconciliations, inventory control, and financial reporting. Successfully developed Excel-based accounting systems and trained accounting staff on accounting procedures and ERP applications.

Adaptable, detail-oriented, and capable of supporting financial and operational activities in dynamic business environments.

PROFESSIONAL EXPERIENCE

General Accountant & Procurement Officer

Manai Al Enaya Company (Astra Glory Pharmacies Group), Saudi Arabia
2024 – Present

- Manage accounts payable and accounts receivable activities.
- Issue and monitor purchase orders.
- Coordinate procurement activities with suppliers.
- Compare quotations and negotiate supplier pricing.

- Perform bank reconciliations.
- Process daily accounting transactions using Odoo ERP.
- Monitor inventory transactions and stock movement.
- Support financial reporting and accounting operations.

Branch Accountant

Egyptian European Company (chefy Mix), Egypt
2021 – 2024

- Managed daily branch accounting operations.
- Recorded financial transactions using Odoo ERP.
- Prepared accounting reports and supporting documents.
- Maintained accounting records and branch documentation.
- Supported financial and operational activities.

Accounts Receivable & General Accountant

Egyptian German Food Industries Company, Egypt
2018 – 2021

- Performed daily accounting operations.
- Maintained accounting records and documentation.
- Developed an accounting system using Microsoft Excel.
- Assisted in preparing financial reports.
- Trained branch accountants on accounting procedures and system usage.

Accounts Receivable Accountant

North Upper Egypt Industrial Investments Company, Egypt
2015 – 2018

- Managed customer accounts and receivables.

- Followed up outstanding balances and collections.
- Developed Excel-based accounting tools.
- Trained branch accountants on system procedures.

Branch Accountant

Harvest & Al Bawadi Company, Egypt
2012 – 2015

- Managed branch accounting activities.
- Worked on Oracle Accounting System.
- Maintained accounting records.
- Assisted in reconciliations and financial reporting.

Private Business Owner

Egypt
2006 – 2011

- Managed business operations and financial activities.
- Handled purchasing, sales, and financial records.
- Controlled expenses and cash flow.

EDUCATION

Bachelor of Agriculture
Minia University
2006

CERTIFICATIONS

- Diploma in Data Analysis (Excel & Power BI)
- Odoo ERP Functional Certification (Expected)

TECHNICAL SKILLS

- Odoo ERP
- Microsoft Excel
- Power BI
- Accounts Payable (AP)
- Accounts Receivable (AR)
- General Ledger
- Bank Reconciliation
- Procurement
- Vendor Management
- Purchase Orders
- Inventory Control
- Financial Reporting
- Data Analysis

CORE COMPETENCIES

- Accounting Operations
- Procurement Management
- Vendor Relationship Management
- Financial Reporting
- Branch Accounting
- ERP Systems
- Problem Solving
- Attention to Detail
- Team Collaboration

LANGUAGES

- Arabic: Native
- English: Good