




Sami Sofian Mohamed Gameil





Personal details

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 Sharqia Egypt

 Egyptian

 Married

Careers Skills

Effective Communication

financial management

Accounting knowledge

preparing financial reports

Ability to deal with pressure

Ability to use accounting software

Compliance with laws and regulations

Planning and organizing accounting work

Ability to analyze financial data and extract trends and key information.

Ability to work effectively in an accounting or finance team

Profile

Knowledgeable Accountant proficient in laws and procedures governing business operations, tax filings and regulatory compliance. Handles detail-oriented work in methodical and organized fashion. Leverages field expertise, resourcefulness and diligence to make positive impact on business operations.

Education

Bachelor of Commerce

Jun 2002

Zagazig University

Department of Accounting

Employment

AP section Head, Accounting Manager

Nov 2011 - Present

Assistant

T&C Garments, Obour city

Is Responsible for :

- Leading and following up the Accounts Payable team. This includes directing the team, distributing tasks and responsibilities, and following up on their performance.
- Ensure that accounts payable processes are implemented and managed effectively in accordance with defined financial policies and procedures.
- Work on reviewing invoices and payments, verifying their accuracy, documenting them, and recording them accurately.
- Preparing the necessary financial reports and analyzes to present the company's financial condition and important financial variations and trends.
- Evaluating and improving the financial and administrative processes related to accounts payable.
- Preparing reports on debt aging in an analytical manner.
- Review the payment plan on an ongoing basis to ensure that obligations are met on time.
- Continuous negotiation with creditors to develop and improve credit periods and benefits provided in a way that benefits the production cycle and the collection cycle.
- Reviewing and processing invoices received from suppliers and ensuring their accuracy and conformity with contracts and orders.
- Follow up on payments due to suppliers and ensure they are paid on time.
- Negotiating with suppliers regarding financial terms, discounts, and settling financial disputes.

Soft Skills

- Microsoft Excel | Excellent
- Microsoft Word | Excellent
- SAP accounting | Excellent
- Odoo | Excellent

Languages

Arabic | Native

English | Very Good

- Contribute to improving the procurement process and costs by analyzing financial data related to suppliers.
- Preparing financial reports relating to payments due to suppliers and payment obligations.

AR supervisor and Inventory Control

2005 - Nov 2011

[Egyptian Company for Electrical Industries, 10th of Ramadan](#)

Is Responsible for :

- Review and analyze customer accounts and verify their validity and accuracy.
- Follow up on accrued revenues, verify the integrity of invoices, and issue and collect them in a timely manner.
- Dealing with any financial inquiries or issues arising in relation to customer accounts.
- Monitors debts owed by customers and takes measures to collect them on time. Reconciling customer accounts and preparing relevant financial reports.
- Provides the necessary financial support and guidance to resolve these issues and helps clarify invoices, payments, and any other financial details.
- Preparing and analyzing customer invoices and following up on the collection of outstanding debts.
- Dealing with customer inquiries and complaints regarding invoices and payments.
- Participate in general accounting processes related to clients such as monthly reconciliation and preparation of financial reports.
- Identify discrepancies and potential problems in accounts and take corrective action.

Financial Accountant

2003 - 2005

[Seekem Private School](#)

Is Responsible for :

- Entering invoices and financial records into the accounting system.
- Participate in monthly reconciliation processes to ensure accuracy of accounting records.
- Assist in preparing basic financial reports such as income and profit and loss statements.
- Assistance in preparing documents and information necessary for the tax preparation process.