

Holds a Bachelor in Accounting and has more than 13 years' experience as an Administrative Supervisor with a demonstrated history of working in the Accounting, procurement and HR industry.

PERSONAL DATA

Nationality : Egyptian
Gender : Male
Residence : Maadi, Cairo

EDUCATION

: Bachelor in Accounting, Cairo University, 1998

LANGUAGES

Arabic : Native Language
English : Good

COMPUTER SKILLS

: Windows, MS Office (Word, Excel, Power Point), Internet

TRAINING COURSES AND CERTIFICATIONS

- : Become an Administrative Professional – LinkedIn.
- : Time Management Fundamentals – LinkedIn.
- : Business Etiquette: Phone, Email and Text – LinkedIn.
- : Communication Foundations – LinkedIn.
- : Word 2019 – LinkedIn.
- : Excel 2019 – LinkedIn.
- : Outlook 2019 – LinkedIn.
- : Power Point 2019 – LinkedIn.
- : Microsoft Teams Essential Training – LinkedIn.
- : Become an HR Business Partner – LinkedIn.
- : Connecting with Executives – LinkedIn.
- : Organization Design – LinkedIn.
- : Talent Management – LinkedIn.
- : SAP ERP Essential Training – LinkedIn.
- : Learning Data Analysis – LinkedIn.

CHRONOLOGICAL EXPERIENCE RECORD

Dates : From Aug. 2020 till now
Employer : Amideast
Job title : Test Center Administration - TCA
Job Description :

- Take required security precautions when the candidate arrives for testing by checking two forms of identification, taking an image capture and collecting vouchers, when applicable.
- Check in candidates, escort them into the testing area, and instruct examinees on use of the computer.
- Monitor candidates while they are taking their tests.
- Sign candidates out of the testing room when testing is complete, or for breaks.
- File irregularity reports for unusual situations.
- Provide security at the testing facility.
- Ensure all locks and security systems are properly used.
- Responsible for holding keys to the testing facility.
- Respond to temporary crises and difficult situations; e.g., technical malfunction.
- Act as representative of Prometric and proxy for the testing client.
- Receive candidate telephone calls, and provide appointment confirmations and directions to the test center.
- Operate computer software and other test center equipment.
- Become an expert with Prometric's test administration software.
- Support operations and technical personnel with data communications.
- TCA may be asked to operate a video camera, VCR, digital camera, telephone system, and alarm system.
- Other customer services, operational, administrative, or ad hoc duties directed by the Test Center Manager.
- Responsible for achieving corporate standards. Participate in subsequent evaluations.

Dates : From Apr. 2017 till now
Employer : CONC Engineering Services
Job title : Administrative Supervisor
Job Description :

- Manage day-to-day accounting, invoicing, payroll, cash management and internal financial reporting.
- Ensure accurate and timely reporting.
- Continually reviews work practices and procedures for better operational efficiency; and potential issues in accounts, financial processes and controls and proactively raise management attention to act and resolve.
- Support overall office operations.

Dates : From Jan. 2011 till 2017
Employer : APEX
Job title : Admin & Accountant
Job Description :

- Excellent exp. for dealing with bids and all activities related to it.
- Involved in doing inventory at the end of the year and oversees the

preparation of lists of inventors and served to direct the Director for approval.

- Prepare monthly statements by collecting data; analyzing and investigating variances; summarizing data.
- Perform the day to day processing of accounts payable transactions.
- Maintain the general ledger.
- Prepare journal entries like accrued expenses.
- Cash accountant records transactions.
- Responsible for daily and monthly reconciliations.
- Open and closes cash register, counts money, separates charge slips, coupons and vouchers, balances cash drawers and make deposits in order to ensure cash controls is maintained.
- Perform financial reconciliations and trial balances.
- All Admin works.

Dates : From Nov. 2008 till Dec. 2010

Employer : Al Rajhi Projects & Const. LLC

Job title : Administrative Supervisor

Job Description :

- Setup President's travel arrangements.
- Following up the Stationary outstanding.
- Setup accommodation and entertainment arrangements for company visitors.
- Setup and coordinate meetings and conferences.
- Answer telephones and handle in appropriate manner.
- Meet and greet clients and visitors.
- Photocopying, faxing, mailing, and filing.
- Sign for Fedex & DHL packages.
- Coordinate project-based work.
- Research, price, and purchase office furniture and supplies.
- Supervise support staff.
- Drafting routine letters in Arabic & English.
- Prepare confidential correspondence.
- Preparing the advertisings' forms for the new openings in our group of companies.

Field of experience :

- Financial Reporting.
- Budgets.
- Financial Analysis.
- Auditing.
- Management.
- Financial Accounting.