

Holds a Bachelor in Commerce (Accounting) and has about 22 years experience in the field of accounting in related and non-related Petroleum companies.

## **PERSONAL DATA**

Nationality : Egyptian  
Birth Date : 10/12/1977  
Gender : Male  
Residence : Cairo

## **EDUCATION**

: Bachelor in Commerce (Accounting), Ain Shams University, 1999

## **LANGUAGES**

Arabic : Native Language  
English : Good

## **COMPUTER SKILLS**

: Windows, MS Office, Internet

## **TRAINING COURSES AND CERTIFICATIONS**

: Fraud Awareness, BP-FC&A University.  
: Understanding ICFR, ICA.  
: Code of Conduct, BP.  
: Core Oil and Gas workshop, BP.

## **CHRONOLOGICAL EXPERIENCE RECORD**

**Dates** : From Dec. 2018 till Oct. 2021  
**Employer** : Legacy Tours, Cairo  
**Job title** : Accountant  
**Job Description** :

- Ensuring proper recording of revenue and costs by monitoring and reconciling transactions between various systems. Encoding all customers online transaction receipts. Handling Bookkeeping activities. Key member for month-end close, including balance sheet and G/L reconciliation, account analysis, and preparation of schedules. Implementing, managing and maintaining ongoing accounting operations. Working with different cross-functional teams such as

Marketing, HR, category, etc. Performing adhoc analyses and projects. Assisting in different audits such as financial, banking, sales and use. Business Advice and Reporting: Providing business advice based on deep financial analysis and reporting, to identify areas of opportunities to grow the business. Perform any other related tasks as may be required.

- Was responsible for following all invoices registration on the systems and made sure that all invoices were completed with their supporting documents.
- Was responsible for third-party tax card on the systems and updated tax file.
- Handled all receivables and payables accounts.

**Dates** : From Apr. 2014 till Oct. 2017

**Employer** : Airovents for Engineering, Cairo

**Job title** : Accountant

**Job Description** : 

- Was responsible for all invoices registration on the systems and made sure that all invoices were completed with their supporting documents.
- Was responsible for third-party tax card on the systems and updated tax file.
- Handled all receivables and payables accounts.
- Handled and updated debit balances.

**Dates** : From Mar. 2006 till Jan. 2014

**Employer** : BP Egypt, Cairo

**Job title** : Payable Accountant

**Job Description** : 

- Check figures, posting and documents for accuracy. Organize and maintain all files. Records, with policies and procedures. Record, store, access and analyze computerized financial information. To compile and keep financial records.
- Complete period-end closing procedures and reports as specified, prepare, review Reconcile, and issue bills, invoices.
- Adhere to the payments terms as per agreement / company policy for suppliers and governmental sectors.
- Follow up and resolve past due accounts and vendor invoices until payment in full is received.
- Coordinate tasks and work with other departments, serve as a departmental role model.
- Ensure work task are complete on time and that they meet appropriate quality standards.
- Handled internal payment as employees' expenses and accounts receivable on SAP systems.
- Communicated with third-party requirements in case of revising receivables or adjustments.
- Was responsible for third-party tax card on the systems and updated tax file.
- Prepared weekly report for outstanding invoices to make sure there was no delay of any invoices.
- Had authorized signature after receiving for approving department.
- Was responsible for reviewing all invoices according P2P policy matching with contracts instruction.

- Follow up company policies.

**Dates** : From Mar. 2000 till Dec. 2005  
**Employer** : Washington Group International, Cairo  
**Job title** : Site Accountant  
**Job Description** :

- Worked for 5 years in the field of site accounting (reviewing warehouses and invoices against purchase orders and delivery, receiving and preparing reports).
- Was responsible for project cost code distribution (materials - salaries).
- Was responsible for project labors salary and benefits.