

Holds a Bachelor in Accounting and has over 17 years experience working in document control, accounting and sales.

PERSONAL DATA

Nationality : Egyptian
Birth Date : Sep. 1981
Gender : Male
Residence : Currently KSA

EDUCATION

: Bachelor in Accounting, Modern Academy, 2003

LANGUAGES

Arabic : Native Language
English : Good

COMPUTER SKILLS

: Windows, MS Office, Internet

TRAINING COURSES AND CERTIFICATIONS

: ICDL certification, Al Attia Training Centre, Doha – Qatar (Apr. 2010).
: General Accounts Manual & Computerized Diploma, Texon for Accounting & Auditing (Cairo – Egypt) (Oct. 2011).

CHRONOLOGICAL EXPERIENCE RECORD

Dates : From Mar. 2014 till now
Employer : Dar Al Handasah Consultants (Shair & Partners), Saudi Arabia
Project : Madinah Haram Expansion, Saudi Arabia
Master plan preparation and detailed design (under BIM management) for the expansion of the Prophet's Mosque and its piazzas in Madinah to increase their overall capacity to over 1,600,000 worshipers. The project comprises 4,740,000 m2 of new praying areas, addition of a second floor on top of King Fahd's existing extension (Second Saudi Extension) with a total area of 211,000, m2 and the construction of a new expansion building with a total area of 2,490,000 m2. Works also include a Central Utility Complex (CUC) with all required electromechanical installations; infrastructure utility networks; solid waste management system; toilet and ablution facilities;

parking areas and access roads; security, low-current and telecommunication systems; and extensive landscaping.

Job title : Document Controller
Job Description :

- All business data entry for property expropriated excel sheet, which includes (Deed's limits, Length, location, owner's information) to provide Form and Karaoke for each property within the project.
- Help replying & write the letters received from the Ministry of Finance requesting any data Properties located within the project.
- Provide assistance for the administrator daily work.
- Report surveyors' circulars and instructions from management.

Dates : From Jan. 2012 till Nov. 2012

Employer : Crystal Media, Qatar

Job title : Accountant

Job Description :

- Responsible for the Cash Management.
- Coordinate with the bank all money matters. Like transfer of fluids. Wiring. deposits and Letter of credit transaction (LC).
- Check if all Accounts Receivable are collected on time.
- Responsible in the timely processing of Check vouchers based on schedule and ensure Completeness of the documents and attachment.
- Payroll preparation ensure the correctness of employee's salaries.
- Monitoring of petty cash fund and ensure that all expenses are liquidated and attached by receipts.
- Monitor cash advances of employees.
- Prepare sales invoice to client and review quotation and contract agreement with customer/client.
- Responsible in Financial Reporting.
- Generate timely and accurate monthly report on financial statement and rationalize results in order to serve as a management toll and guide for decision making.
- Coordinate and facilitate completion of yearly audited financial statements required by various government agencies.
- Prepare monthly Cash flows.
- Maintenance of petty cash fund (PCF).
- PCF report is regularly updated, release of payments are made as scheduled and replenishment report is submitted as required.
- PCF reports checked/verified should be replenished as soon as the minimum level of the remaining fund is reached Journalize transactions.

Dates : From Jan. 2009 till Jun. 2011

Employer : Safwa Primary and Secondary School, Qatar

Job title : Accountant

Job Description : Book keeping ledger entry. Payables / and other day to day routine accounting operations, Handling the Accounting system routine work (regular daily works) for Accounting Dept.

Dates : From Jun. 2005 till Feb. 2006

Employer : Citibank, Egypt

- Job title** : Sales Executive
- Job Description** :
- Prospect of Potential Client.
 - Call and take professional Appointments with clients.
 - Presentation to client with satisfying their needs and convert them in to permanent client.
 - Keep the fellow ups and create good relation with client.
 - Maintain the data base and sales report.
 - Sales pitching and successful opening of new accounts.