

Holds a Bachelor in Commerce (Accounting) and has about 19 years experience in Financial Management, Audit and Internal Control Department, Business Development and as Analyst of Payments.

PERSONAL DATA

Nationality : Egyptian
Birth Date : 25/09/1977
Gender : Male
Marital Status : Married
Residence : Obour City, Cairo

EDUCATION

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

LANGUAGES

Arabic : Native Language
English : Good

COMPUTER SKILLS

: Windows, MS Office (Word, Excel, Access, Power Point), Internet
: Financial Programs: SAP, Oracle, Microsoft Dynamic System, View Soft, Soft Pro and Scale

TRAINING COURSES AND CERTIFICATIONS

: Course in Financial Statements.
: Course in Financial Reporting.
: Course in Audit S.O.P
: Course in Audit plans.
: Course in Ways Use Financial Analysis.
: Course in Risk assessment.
: Course in Budget planning.
: Course in New Ways in Accounting and Preparing Equivalent and Financial Ratios.
: Course in Development Administrative Center.
: Egyptian Accounting Standards Course.
: Egyptian Tax Law Course.

CHRONOLOGICAL EXPERIENCE RECORD

Dates : From Feb. 2019 till Jun. 2019
Employer : Sofico Pharm - Cairo, Egypt
Job title : Internal Audit Manager

Dates : From May 2018 till Feb. 2019
Employer : Kandil Egypt - Cairo
Job title : Financial Manager

Dates : From Aug. 2015 till Feb. 2018
Employer : Nouval Group – 10 Ramadan City, Egypt
Job title : Internal Audit Manager

Dates : From Nov. 2007 till Apr. 2015
Employer : Universal Group, Giza
Job titles :

- Director of the Accounts Payable Department (from Nov. 2011 till Apr. 2015)
- Head of Internal Audit Department (from Nov. 2007 till Nov. 2011)

Dates : From May 2005 till Nov. 2007
Employer : Taki Factories - 10 Ramadan City, Egypt
Job title : Chief Accountant

Dates : From Nov. 2000 till May 2005
Employer : Mobica, Giza
Job title : Accountant

Duties and Responsibilities:

- Internal Audit Dept.:
 - Plan, develop, organize, implement, direct and evaluate the organization's fiscal function and performance.
 - Evaluate companies' policies & internal audit control to strengthen internal control structure over financial, administration, operations & compliance matters such as accounting, costing, sales, stores, purchases, human resources, planning, production and long term contracts, etc.
 - The risk – based internal Audit plan detailing the scope, nature and timing of Audit activities to cover all the key activities of the organization, identify audit priorities and resource required for the year.
 - Performing risk assessments & risk assurance on key business activities and using this information to guide what to cover in audits.
 - Report risk management issues and internal controls a deficiency identified directly to the Chairman or CEO and provide recommendations for improving the organization's operations, in terms of both efficient and effective performance.

- To plan, organize and carry out internal audit function including the preparation of an audit plan which fulfills the responsibility of the department, scheduling and assigning work and estimating resource needs.
- Review both operational as well as financial audit programs to ensure their effectiveness and adequacy while maintaining smooth operating procedures.
- Audit and Ensure the correctness of Financial and Operational information in decision-making.
- Assist the external auditor to facilitate his assignment during conducted their audit.
- Financial Management:
 - Develop and implement and organization's financial goals.
 - Prepare monthly financial statements, financial packages, and other informational reports/analysis.
 - Oversee the investment of funds and manage associated risks.
 - Supervise cash management activities.
 - Supervise the preparation of the annual budget.
 - Develop and monitor policies and procedures within generally accepted accounting principles and corporate guidelines to ensure sufficient cash flow, reduced operating costs, and increased revenues.
 - Review prior financial results and discusses anticipated changes to highlight future needs and trends.
 - Ensure underlying accounting records are accurate, complete and in accordance with GAAP.
 - Review monthly operating reports for accuracy, completeness and major variances between actual and budget results.
 - Prepare summaries and forecasts for future business growth and general economic outlook.
 - Train the Finance Unit and other staff on raising awareness and knowledge of financial management matters.
 - Develop and maintain systems of internal controls to safeguard financial assets of the organization and oversee the coordination and activities of independent auditors.
 - Demonstrate compliance with Egyptian tax regulations according to local tax laws.
 - Ensure adequate controls are installed and that substantiating documentation is approved and available.
 - Provide the Executive Chairman / CEO with an operating budget. Work with the CEO to ensure programmatic success through cost analysis support, and compliance with all contractual and operations requirements.
 - Investigate cost-effective benefit plans and other fringe benefits which the organization may offer employees and potential employees with the goal of attracting and retaining qualified individuals.

Field of experience : • Extensive hands-on experience in Finance, audit, control & otherwise, business leadership and working with Board of Directors & built a record

of success leadership and working to build a record of success in the biggest companies in Egypt.

- Achieving of organization's strategic objectives.
- Risk assessment.
- Evaluate of financial and operational information.
- Financial Reporting & Financial Analysis.
- Controlling all company's activities & Financial business plans.
- Evaluate policies & processes & procedures.
- Controlling Cash Budget.
- Used of the company's financial and human resources efficiently.
- Evaluating & develop performance measures.
- Compliance with laws, policies & regulations.
- Financial & Audit strategic planning.
- Planning and manage the working capital.
- Apply a program to decrease of costs, and ensure achieve a tie point.