

Holds a Bachelor in Commerce (Accounting) and has over 14 years of Accounting experience and proficiency in all types of analysis reports, general ledger accounts receivables, accounts payables, fixed assets, letter of credit, cost control and financial statements preparation.

PERSONAL DATA

Nationality : Egyptian
Birth Date : 10/05/1981
Gender : Male
Marital Status : Single
Residence : New Cairo

EDUCATION

: Bachelor in Commerce (Accounting), Alexandria University, 2003

LANGUAGES

Arabic : Native Language
English : Excellent

COMPUTER SKILLS

: Windows, MS Office (Word, Excel, Power Point), Internet
: MS Great Plains
: SAP
: iScala

TRAINING COURSES AND CERTIFICATIONS

: Certified Management Accountant (CMA) (Part 1), Royal Center (2015).
: Tax Auditor, Mehan Arabia (2015).
: Accounting Manager Preparation, Mehan Arabia (2013).
: Basic Business Skills Acquisition (BBSA), Future Generation Foundation (2004).

CHRONOLOGICAL EXPERIENCE RECORD

Dates : From Jul. 2018 till now
Employer : Medtronic
Job title : Accounting Supervisor - Emerging Africa

- Job Description** :
- Manage and lead the accounting operations related to accounts payable/receivable, cash receipts, general ledger, payroll and utilities, treasury, budgeting, forecasting, revenue and expenditure variance analysis, fixed asset activities, inter-company activities, trade finance & importation activities.
 - Maintain general ledger accounts and related activities to produce financial statements and reports.
 - Responsible for monthly, quarterly and yearend closing and reporting.
 - Oversee bank reconciliation & treasury activities.
 - Assist in development and implementation of new procedures and features to enhance the workflow of the department.
 - Collaborate with internal and external auditors.
 - Review all required tax related reports for the Company including corporate tax, withholding tax, payroll tax & value added tax as well as provides corporate tax department with relevant quarterly tax information income tax and deferred tax.
 - Perform analysis/reconciliation of balance sheet accounts on a monthly basis, review and resolve variances.
 - Improve systems and procedures and initiate corrective actions and resolve accounting discrepancies.
 - Monitoring of the revenue recognition principle and deferred revenue as well.
 - Monitor and analyze department work to develop more efficient procedures and use of resources while maintaining a high level of accuracy.
 - Develop and maintain standard operating procedures to ensure compliance with company policy, SOX and US GAAP.

Dates : From Nov. 2015 till Jun. 2018

Employer : Al-Futtaim Misr for Cars Trading (FAMCO)

Job title : Senior Accountant (Acting as Chief Accountant)

- Job Description** :
- Develop and maintain internal control and effective accounting system and policies for the set up for a startup business.
 - Participate in the annual budgeting process and forecasting activities & review of budgetary control on Opex & Capex.
 - Monitor & analyze department to develop more efficient procedures and use of resources while maintaining high level of accuracy.
 - Manage working capital, analyze of receivables & preparation of collection plan, Inventory management with the support of logistics department.
 - Supervise accounting transactions & operation of AP, AR, inventory, GL, Tax, fixed assets, cost accounting, handle inter-company transactions and reconciliations supporting over all department goals & objectives.
 - Ensure an accurate & timely month, quarter & yearend closing providing all necessary regular & irregular reporting & analysis.
 - In charge of monthly financial reporting according to group consolidation requirement using SAP BPC & BI.
 - Supervise, maintain & reconcile GL accounts group to ensure all financial reporting deadlines are met in accordance to group policy & International Financial Reporting Standards (IFRS).
 - Maintain good relationship with banks, tax authorities, external & internal

auditors.

- Supporting controller with special projects and workflow process improvement.

Dates : From Nov. 2006 till Oct. 2015
Employer : Nile Linen Group
Job titles : • Senior Accountant (from Jan. 2008 till Oct. 2015)
• Accountant (from Nov. 2006 till Dec. 2007)
Job Description : • Report directly to the Financial Manager & manage the accounting team.
• Responsible for all the company's accounts payable in terms of ensuring the eligibility of the suppliers' payments and the due dates of all the payments.
• Supervise, train and develop the accounting team to ensure the accurate and timely processing of the accounting department.
• Supervise accounts receivable processes and procedures to ensure quality and efficiency according to the payment conditions.
• Responsible for preparing periodic reconciliation of all the customers and suppliers balances as well as monthly bank statements reconciliation.
• Responsible for the fixed assets in terms of maintaining its register, process depreciation, journals, processing and reporting.
• Handle all the banks' communication regarding the Letters of Credit (LC) & Inward Documentary for Collection (IDC) operations as well as the wire transfers and bank drafts.
• Monitor the general ledger & maintain its proper documentation and records to ensure adherence to the accounting principles.
• Process payroll on a bi-monthly basis for transmittal to payroll service.
• Review contract obligations to ensure all contract invoices have been received and processed.
• Responsible for issuing invoices to customers, monthly customer statements and update customer files with issued invoices.
• Posting and allocate payments and service invoices using Ms Great Plains.
• Assist in the implementation of the ERP system in the department.
• Generating variance analysis and comparing between the budget and the actual results every month.
• Participate in preparing financial statements and supporting schedules on quarterly basis.

Dates : From May 2005 till Oct. 2006
Employer : Al Shurouq for International Trade
Job title : Branch Accountant
Job Description : • Responsible for all related duties necessary in operating the Accounting Department and other duties that may be assigned.
• Perform all the accounting activities related to the accounts payable, accounts receivable, cash management, inventory management, cost allocation & expenses analysis.
• Provide financial information to management by researching and analyzing accounting data and preparing reports.
• Substantiate financial transactions by auditing documents.
• Maintain accounting controls by preparing and recommending policies

and procedures.

- Prepare payment by verifying document and requesting disbursements.

Dates : From Dec. 2004 till Apr. 2005
Employer : Alexandria Consulting Company – Ahmed Sharaf
Job title : Accountant
Job Description :

- Provide audits for companies, verifying financial information of a company.
- Report their financial information correctly and consistently.
- Count cash on hand, checks all payables and receivables, and verifies journal entries.
- Review the accounts of companies to ensure the validity of their financial records.