

Holds a Bachelor in Commerce (Accounting Dept.) and has more than 15 years experience working as Accountant and Admin.

PERSONAL DATA

Nationality : Egyptian
Birth Date : 01/02/1982
Gender : Male
Marital Status : Married
Residence : Tanta

EDUCATION

: Bachelor in Commerce (Accounting Dept.), Tanta University

LANGUAGES

Arabic : Native Language
English : Good

COMPUTER SKILLS

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

TRAINING COURSES AND CERTIFICATIONS

: English Courses.
: Presentation skills.
: Communications, power of positive thinking.
: ICDL (Word – Excel – Access – Power Point) & Windows & Internet.
: Ecommerce course.
: Advanced Office Courses.
: Quick Books Program.
: First Aid Course.
: Time & Stress Management Course.

CHRONOLOGICAL EXPERIENCE RECORD

Dates : From Jun. 2018 till now
Employer : [Egypt Engineering Service \(EGYPTROL\)](http://www.egyptrol.com)
Job title : Senior Accountant / Admin

- Job Description** :
- Prepare the cost report and progress reporting on all projects.
 - Raising invoices for each project, involving retrieving timesheet and expense data from Intranet and collating into the spreadsheet format required by the client.
 - Ensuring contractor's / suppliers invoices and staff costing data are correct and received in a timely manner.
 - Monitoring of Project work in progress and liaison with Managers in respect to expediting invoicing.
 - Administration of project status in conjunction with the UK Finance Department.
 - Document management / control.
 - Carry out weekly and monthly reporting for chargeability, profit & loss etc.
 - Balance and maintain petty cash and submit to London Finance.
 - In conjunction with the HR Department, and in accordance with the company manage the induction process for all new employees and manage the staff training folders.
 - Prepare contracts and Job Offers.
 - Prepare employees' leave and attendance sheet and calculate their salaries.

- Dates** : From May 2021 till May 2022
- Employer** : Consortium between EGYPTROL & Powerpro Co.
- Project** : Layyah Combined Cycle Power Plant (Sharjah - UAE)
- Job title** : Record Management (Document Controller)
- Job Description** :
- Registering of Internal and External Documents.
 - Maintenance of Controlled Documents Registers.
 - Sending of Drawing Transmittals and Submittals.
 - Distribute Latest Version of Drawings.
 - Receive and send all Documents about Company and Contractors.

- Dates** : From Oct. 2008 till May 2018
- Employer** : Egyptian American Co. for Real Estate
Egyptian American Co. is one of the largest construction companies in Egypt. It specializes in contracting of construction work for building and village.
- Job title** : Senior Accountant
- Job Description** :
- Review the billing calculation and supervise following up with contractors and suppliers.
 - Reconcile all inter-company balances across locations.
 - Review reconciliations of the various business cycles to ensure completeness of accounting records & correctness of financial statements.
 - Ensure full utilization of credit terms and limits with the suppliers to ensure healthy cash flow.
 - Participate in budget process with operations to ensure financial information's are reasonably estimated.
 - Participation in low cost approach in the business to ensure optimization.
 - Review of prepayments, fixed assets, provisions and accruals to ensure correctness and high level of estimation.

- Reviewing checks and funds transfer and any cash payment.
- Adhere to strict reporting deadlines.
- Adhere to company policy and procedures.
- Liaise with external auditors.
- Create feasibility study for any promotion and provide decision maker with the exact cost for the promotion.
- Create costing analyses for the costing behavior on the company scale.
- Reporting to Accounting Manager.

Dates : From Oct. 2007 till Sep. 2008

Employer : Egyptian American Co. for Perlite and vermiculite
 Egyptian American Co. is one of the largest construction companies in Egypt. It specializes in Manufacturing Perlite and vermiculite which enter on Medicine, cigarette, Agriculture, Building and Clothes industries.

Job title : Accountant

- Job Description** :
- Create costing analyses for the costing behavior on the company scale.
 - Reconcile Inventory balance and make my procedures on quarterly bases.
 - Review the billing calculation and supervise following up with contractors and suppliers.
 - Review reconciliations of the various business cycles to ensure completeness of accounting records & correctness of financial statements.
 - Ensure full utilization of credit terms and limits with the suppliers to ensure healthy cash flow.
 - Participate in budget process with operations to ensure financial information's are reasonably estimated.
 - Participation in low cost approach in the business to ensure optimization.
 - Review of prepayments, fixed assets, provisions and accruals to ensure correctness and high level of estimation.
 - Reviewing checks and funds transfer and any cash payment.
 - Adhere to strict reporting deadlines.
 - Adhere to company policy and procedures.
 - Liaise with external auditors.
 - Create feasibility study for any promotion and provide decision maker with the exact cost for the promotion.
 - Create costing analyses for the costing behavior on the company scale.
 - Reporting to Accounting Manager.

Achievements:

- Establishing effective Financial Reporting Process in Egyptian American Co. for Real Estate.
- Being exposed to many and diverse working environments and adapting with all of them.