

Holds a B. Sc. in Accounting and has over 23 years hands-on experience working as Accountant / Administrator / Financial Director at several industrial projects.

PERSONAL DATA

Nationality : Egyptian
Birth Date : 22/10/1965
Gender : Male
Marital Status : Married
Residence : Maadi, Cairo

EDUCATION

: B. Sc. in Accounting, Faculty of Commerce, Cairo University, 1990

LANGUAGES

Arabic : Native Language
English : Good

COMPUTER SKILLS

: Windows, MS Office (Word, Excel), Internet
: Oracle

TRAINING COURSES AND CERTIFICATIONS

: English Courses in the American University in Cairo (AUC) (1989-1991).
: Safety Program Training (2009 & 2015).
: Some studies in CMA.
: Development of Leadership and Management Skills Course (2016).

CHRONOLOGICAL EXPERIENCE RECORD

Dates : From Dec. 2015 till now
Employer : Upper Egypt Electricity Production Company (UEEPC)
Project : Beni Suef 4800MW Combined Cycle Power Plant
Job title : Financial & Administration Director

Dates : From Dec. 2014 till Dec. 2015
Employer : Upper Egypt Electricity Production Company (UEEPC)

Project : South Helwan 3x650MW Supercritical Thermal Power Plant
Job title : Financial Director
Job Description :

- Financial analyses & evaluate for project contract bids and issue required reports.
- Control and follow up all payments for project throw 5 different Loans.
- Preparing monthly financial reports.
- Issue all financial reports for funds agencies.

Dates : From Dec. 2013 till Nov. 2014
Employer : Upper Egypt Electricity Company (Owner)
Project : El-Kureimat II & III 2x750MW Combined Cycle Power Plant
Job title : Financial Director

Dates : From Jan. 2012 till Nov. 2013
Employer : Union for Export, Import & Commercial Agencies Co.
Project : Amount of annual trading US\$ 350 Million
Job title : Financial & Commercial Director
Job Description :

- Negotiation and agreement of funding agreements with banks that deal with the company.
- Implementation of goals, policies, priorities, and procedures relating to financial management, budget, accounting, and payroll.
- Follow up reports of international and global markets in order to take buying decisions.
- Supervise and participate in preparing various financial statements and reports.
- Negotiating prices and contracts terms to sign cargo contracts with overseas companies.

Dates : From Feb. 2011 till Dec. 2011
Employer : EGYPTROL, seconded to SOCOIN
Project : Deir Ali II Power Plant (2x2x1 Combined Cycle PP) – SYRIA
Job title : Financial Expert
Job Description :

- Review, modify and approve estimated payments plan for all project payments.
- Control and follow up all payments for project throw 5 difference Loans.
- Preparing monthly financial report.
- Issue all financial reports for funds agencies.
- Issue monthly financial meeting agenda and manage the meeting.
- Prepare financial training plan for Local financial staff for Syria Ministry of Electricity.
- Review Payment progress invoices statement according to loan terms, contract conditions and payments items.
- Prepare processing invoices attachments for Socoin and PEEGT approval.
- Update financial reports due to monthly payments and lenders disbursements.
- Review with PEEGT loan department and financial staff the status of payments to contractor and lender disbursements.

- Review with PEEGT Accountants the payments statuses for all bending payments to contractor.
- Prepare financial status report for all lenders disbursements as EIB requirements.
- Arrange with PEEGT for Financial Training Program, and prepare the training program schedule.

Dates : From Aug. 2008 till Jan. 2011

Employer : Upper Egypt Electricity Company

Project : EI-Kureimat III Combined Cycle Power Plant 750MW
(Cost estimated US\$ 400 Millions)

Job title : Senior Accountant (Project Contracts Accounting & Loan Administrator)

Job Description :

- Issue monthly financial reports such as disbursement summary, cash flow, monthly financial statuses and loan draw down, etc. reports to the Owner and to all funding agencies.
- Dealing with all funding agencies such as African Development Bank (ADB), Saudi Funds, World Bank and other financial sources to process contractor's invoices to pay in time.
- Prepare various financial reports and summary status reports on various loan/grants as requested by Management on as needed basis.
- Prepare financial conditions for company bids and contracts.
- Financial Member of company committee for inspect, study and analysis all company projects.
- Prepare all cost analysis reports for new project.
- Reviewing all contractors' invoices for compliance with contract terms of payment, loan agreements, letters of credit terms & letters of guarantees as well as adding the required disbursement forms and supporting documentation.
- Input invoice amounts into the loan draw down by contract, pay item/sub-item and loan/grant/local funds in order to monitor Project disbursements and loan draw on a regular basis.
- Transmit approved invoices with the supporting disbursement forms to the funding agencies and follow up on the disbursement of the funds to contractors.
- Record the receipt of invoices into the invoice log on continues basis for management's information; also monitoring payments and identifying potential late payment problems.
- Financial analyses & evaluate for project contract bids and issue required reports.
- Auditing documents to issue checks as a second signature.
- Member of Company Purchase Committee.

Dates : From May 2002 till Jul. 2008

Employer : Egyptian Operation & Maintenance Power Company (EOMPC)

Project : Performing the Operation and Maintenance Service for EI-Kureimat Thermal Power Plant (2x627MW) under Bechtel Co. Management

Job title : Site Senior Accountant & Administrator

Job Description :

- Supervise for mobilization and execute all site office services.
- Following up & supervise purchase & maintenance contracts for all office equipments (furniture, computers, printers, photocopy machines, faxes,

- etc.).
- Receiving and auditing the company invoices (Salary, office supplies, spare parts, etc.) according to the contract terms and coordinate with the owner to process the invoices.
 - Following up the invoices processing up to owner approval and issue checks.
 - Prepare monthly reports (spare parts entered to site store, cash flow, invoices log, site cash expenses, etc.).
 - Auditing Time Sheets for salary payroll.
 - Providing all site facilities and site office supplies.
 - Responsible for housing company staff at the site camp.
 - Responsible for withheld the monthly salary from the bank and payment the salaries to the site staff.
 - Dealing and communication with all local authorities for all working related to the company activities.
 - Responsible for issuing work permits and residents for expatriate staff.
 - Purchasing all site urgent spare parts and materials during petty cash.
 - Control site vehicles and transportation (Operation & Maintenance).
 - Auditing all accounts receivable for issuing checks.
 - Prepare Social Insurance & Taxes payments reports.

Dates	:	From Jan. 1998 till Apr. 2002
Employer	:	Raytheon Ebasco Overseas Ltd., a wholly owned subsidiary of Raytheon Engineers & Constructors of the USA (Consultant)
Project	:	EI-Kureimat Thermal Power Plant 2x627MW (Estimated value USD 700 Million)
Job title	:	Project Accountant & Assistant to the Project Finance & Cost Manager
Job Description	:	<ul style="list-style-type: none"> • Reviewing all contractors' invoices for compliance with contract terms of payment, loan agreements, letters of credit terms as well as adding the required disbursement forms and supporting documentation. • Input invoice amounts into the loan draw down database by contract, pay item/sub-item and loan/grant/local funds in order to monitor Project disbursements and loan draw on a regular basis. • Transmit approved invoices with the supporting disbursement forms to the funding agencies and follow up on the disbursement of the funds to contractors. • Record the receipt of invoices into the invoice log on continuous basis for management's information, also monitoring payments and identifying potential late payment problems. • Issue monthly disbursement summary and loan draw down reports to the Owner and to all funding agencies. • Dealing with African Development Bank (ADB) and Arab Funds. • Prepare various financial reports and summary status reports on various loan/grants as requested by Management on an as needed basis. • Issue and update monthly percent completion curves and tables essential for the monitoring of work progress.
Dates	:	From Oct. 1993 till Dec. 1997
Employer	:	Ministry of Electricity and Energy, the Egyptian Electricity Authority, North Upper Egypt Zone (Owner)
Project	:	EI-Kureimat Thermal Power Plant 2x627MW

- Job title** : Accountant & Administrative Assistant to the Project Manager (PM)
- Job Description** :
- Responsible for the administration works for project material entering and outgoing the project site.
 - Review all contractors' material shipping documents and keeping accurate records for that.
 - Receive, review, log and keep all of the Project Contractors' invoices and checking them for completeness prior to presenting them to the PM.
 - Handling all the office administrative activities for the PM.
 - Keeping updated files on all project correspondence as well as the project Original Contract Documents.
 - Preparing the required summary progress reports for the project management's use.