

Holds a B. Sc. in Commerce and has about 15 years hands-on experience working in Finance, Administration & Accounting.

PERSONAL DATA

Nationality : Egyptian
Gender : Male

EDUCATION

: B. Sc. in Commerce (Accounting), South Valley University, 2000

LANGUAGES

Arabic : Native Language
English : Good

COMPUTER SKILLS

: Windows, MS Office (Word, Excel, Access), Internet
: QuickBooks

CHRONOLOGICAL EXPERIENCE RECORD

Dates : From Aug. 2013 till now
Employer : Building Resilient Food Security Systems, Head Office - Luxor
Project : Southern Egypt Region Project
Job title : Head Office Finance & Administration Manager
Job Description :

- Administration:
 - Reviewing the project inventory list and make regular physical checks for all items.
 - Reviewing the annual leave records for all staff and maintaining separate sheet for each employee.
 - Reviewing the overtime calculation for all staff that deserves it.
 - Work with all suppliers and vendors and make a deals / contracts with them and work together to get the best service by best prices like (Hotels, Vehicles rental...).
 - Reviewing the local hire employee's contracts and timesheets.
 - Manage the procurement and ensure compliance with the project procurement policy.
 - Maintain personnel files for all (25) local staff and ensures that Project personnel policies, local labor laws and social insurance requirements are followed.

- Reviewing all procurement documents to ensure compliance with procurement procedures.
- Preparation the Procurement Plan with technical staff.
- Finance:
 - Maintain clear, accurate, current and complete records of financial transactions that conform to international accounting standards, Project policy and WFP Regulations.
 - Maintain all accounting functions, including preparation and supervision of the accounting for procurement billings, receivables, payables, payroll and other compensations.
 - Reviewing the general ledgers Grants reports and ensures matching/compliance from the Grant tracking system.
 - Respond to any clarification requested by Project and WFP regarding the financial reports.
 - Maintain and track the project's budget.
 - Manage the month-end and year-end financial closing process.
 - Prepare bank reconciliation for Project Banks accounts (LC & \$) on a monthly basis and verifies all deposits.
 - Coordinate and oversee Financial in field offices to insure timely and accurate accounting functions.
 - Monitor cash flow to ensure adequate funds are available and Prepares advance requests to WFP in Egypt for processing by Adaptation Funds.
 - Prepare payroll for all local staff and assure compliance Egyptian laws.
 - Responsible for the internal controls and follows-up on any audit recommendation.

Dates	:	From Nov. 2011 till Jul. 2013
Employer	:	Governorate Office – Ismailia Region
Project	:	Education Support Program (ESP) – USAID Project
Job title	:	Governorate Financial Manager
Job Description	:	<ul style="list-style-type: none"> • Main Responsibilities: <ul style="list-style-type: none"> - Implementation and monitoring of an overall smooth and correct functioning of the complete financial accounting system of the project in line with USAID standard procedures. - Meeting the administrative requirements of the office independently with minimum input and supervision. - Effective coordination with colleagues at the ESP Ismailia office. - Ensure that the provided services within Ismailia office are done correctly according to ESP financial and accounting guidelines and to standard procedures for project accounting systems. • Accounting: <ul style="list-style-type: none"> - Make staff salary transfer as per deadline. - Fill up all forms as per deadline. - Prepare and controls monthly project journal/financial report. - Prepare vouchers for book-keeping, indicate their cost classification. • Financial Management: <ul style="list-style-type: none"> - Execute cash payments and collect/prepare proper receipts. - Verify correctness of vouchers, including supporting documents. - Supervise two accountants & one administrative assistant.

- Prepare (in coordination with the HR manager) monthly payment sheets for staff (salaries).
- Review daily allowance and staff over time calculations.
- Financial Administration:
 - Maintain proper and confidential filing of financial related documents, office asset register and project Inventory List.
 - Draft, prepare, update and control all kind of contracts, control its fulfillment and initiates payments.
 - Send book-keeping reports to ERP-Head Quarters at the end of every month.

Dates : From 2008 till 2011

Employer : Governorate Office – Aswan Branch

Project : Education Reform Program (ERP) – USAID Project

Job title : Governorate Financial Manager

Job Description :

- Main Responsibilities:
 - Implementation and monitoring of an overall smooth and correct functioning of the complete financial accounting system of the project in line with USAID standard procedures.
 - Meeting the administrative requirements of the office independently with minimum input and supervision.
 - Effective coordination with colleagues at the ESP Ismailia office.
 - Ensure that the provided services within Ismailia office are done correctly according to ESP financial and accounting guidelines and to standard procedures for project accounting systems.
- Accounting:
 - Make staff salary transfer as per deadline.
 - Fill up all forms as per deadline.
 - Prepare and controls monthly project journal/financial report.
 - Prepare vouchers for book-keeping, indicate their cost classification.
- Financial Management:
 - Execute cash payments and collect/prepare proper receipts.
 - Verify correctness of vouchers, including supporting documents.
 - Supervise two accountants & one administrative assistant.
 - Prepare (in coordination with the HR manager) monthly payment sheets for staff (salaries).
 - Review daily allowance and staff over time calculations.
- Financial Administration:
 - Maintain proper and confidential filing of financial related documents, office asset register and project Inventory List.
 - Draft, prepare, update and control all kind of contracts, control its fulfillment and initiates payments.
 - Send book-keeping reports to ERP-Head Quarters at the end of every month.

Dates : From 2007 till 2008

Employer : Governorate Office – Aswan

Project : Education Reform Program (ERP) – USAID Project

Job title : Governorate Finance Assistant – Accounting

- Job Description** :
 - Assist Aswan Finance Manager through providing all needed support for producing & developing the office financial reports.
 - Prepare & initiate checks.
 - Keep all check books in safe place.
 - Prepare bank reconciliations.
 - Prepare vouchers & ensure the proper usage of the budget codes.
 - Post all the entries in the daily general journal & the subsidiary ledger of the project.
 - Ensure that all of the office expenditures are made in accordance with USAID regulations & policies.
 - Provide office services by implementing administrative systems, procedures and policies, and monitoring administrative projects.
 - Resolve administrative & financial problems by coordinating, preparation of reports, analyzing data, and identifying solutions.
 - Conduct & update the office physical inventory of fixed assets.
 - Manage office petty cash's journal, expenditures & reconciliations.
 - Maintain supplies inventory by checking stock to determine inventory level, anticipating needed supplies, placing and expediting orders for supplies, verifying receipt of supplies.
 - Ensure operation of equipment by completing preventive maintenance requirements, calling for repairs, maintaining equipment inventories, evaluating new equipment and techniques.
 - Maintain finance filing system.
 - Facilitate logistical arrangements for staff.
 - Maintain the IT system in the office.
 - Maintain database on Aswan governorate vendors & suppliers.
 - Report the Finance Manager monthly.

Dates : From 2006 till 2007

Employer : Governorate Office – Aswan

Project : Education Reform Program (ERP) – USAID Project

Job title : Program Assistant

- Job Description** :
 - Provide office services by implementing administrative systems, procedures and policies, and monitoring administrative projects.
 - Resolve administrative problems by coordinating preparation of reports, analyzing data, and identifying solutions.
 - Manage office petty cash.
 - Maintain supplies inventory by checking stock to determine inventory level, anticipating needed supplies, placing and expediting orders for supplies, verifying receipt of supplies.
 - Supervise two drivers and the office boy.
 - Ensure operation of equipment by completing preventive maintenance requirements, calling for repairs, maintaining equipment inventories, evaluating new equipment and techniques.
 - Maintain office filing system.
 - Maintain in coming and out going office correspondences.
 - Facilitate travel and logistical arrangements for staff.
 - Maintain secretarial support to the staff.
 - Provide information by answering questions and requests.

Dates : From 2005 till 2006
Employer : Governorate Office – Aswan
Project : Education Reform Program (ERP) – USAID Project
Job title : Training Coordinator (part time)
Job Description :

- Prepare for workshops.
- Initiate all documents related to the workshops.
- Purchase the needed stationeries & banner.
- Invite NGOs to attend the workshops.
- Arrange the reservation process with both of the head office & the hotel in that the workshop will be held.
- Contact & hire the video & photo shop.
- Arrange the rooming list with the hotel's reservation department.
- Collect workshop related fees from the NGOs' participants.
- Monitor – from an Administrative Aspect – other phases of the workshop's performance in order to prevent any shortages.
- Review all the bills & vouchers.
- Report workshops & enters its related data into the training database.
- Finalize the documentation process (In Software & Hardware) of the workshop.

Dates : From 2002 till 2005
Employer : FIRST for Trading & Distribution Company, Aswan
Job title : Accountant
Job Description :

- Reconcile and maintain balance sheet accounts.
- General ledger operations.
- Prepare journal entries.
- Assist with monthly closings and preparation of monthly financial statements.
- Assist with preparation of monthly financial reports.
- Assist with accounts receivable and accounts payable.
- Assist with tax computations and returns.
- Assist in budgets and forecasts.
- Assist with payroll administration.
- Account/bank reconciliations.
- Assist with preparation and coordination of the audit process.
- Assist with implementing and maintaining internal financial controls and procedures.