

Holds a Bachelor in Commerce (Business Administration) and has over 17 years hands-on experience in accounting field.

PERSONAL DATA

Nationality : Egyptian
Birth Date : 01/07/1980
Gender : Male
Marital Status : Married
Residence : Giza, Cairo

EDUCATION

: Bachelor in Commerce (Business Administration), Higher Institute of Management Studies cooperative and administrative (Ain Shams University), 2001

LANGUAGES

Arabic : Native Language
English : Good

COMPUTER SKILLS

: Windows, MS Office, Internet
: SAP
: Legacy and Discoverer "Oracle"
: AS400

TRAINING COURSES AND CERTIFICATIONS

: Certified International Arbitration Consultant (successfully attained the International Arbitration Diploma from International Arbitration Organization and the American Institute for Development & Training).
: Successfully attained the Financial Statement Analysis from Talent Development training and consultation.
: Enrolled in CMA course part 2.
: Successfully attained Communication Skills Course from Insight Management Training Center.
: Successfully attained Strategic Leadership Course from The Canadian Training Center of Human Development.
: Successfully attained Solving Problem and Making Decision from Innovation HR Development Center.

- : Successfully attained Train the trainer from Magrabi training department.
- : SAP Go Live Participations:
 - Perform SAP Go live in 5 countries.
 - Supervise SAP Go Live in 4 countries.

CHRONOLOGICAL EXPERIENCE RECORD

- Dates** : From May 2014 till May 2016
- Employer** : Edraky
- Job title** : Account Manager
- Job Description** :
- Review all accounts.
 - Preparation of budget plan.
 - Preparation of financial statements:
 - Balance Sheet.
 - Income Statement.
 - The Statement of Cash Flow.
 - Handling logistics & supply chain.
 - Aging analysis of debt.
-
- Dates** : From Jun. 2013 till Apr. 2014
- Employer** : Sukari Gold Mines, Australian Company Centamin, under the management of Trevor Schultz (Executive Director of Operations)
- Job title** : Senior Project Cost Control
- Job Description** :
- Provide assistance to Project Control Engineer and Project Manager in project cost management.
 - Cost:
 - Detailed Cost Analysis of Contracts and Purchase Orders.
 - Management of Invoice Processing including prioritizing invoices for processing, liaising with Accounts Payable Team regarding issues with invoices, following up with Suppliers, analyzing and prioritizing outstanding invoices for payment and presenting recommendations to Management.
 - Key user for Project Management System (PRISM) including providing support & training to Expansion Project Department Team Members.
 - Assist Project Control Engineer in preparation of cost reports (original control budgets, current budgets, commitments, expenditures and forecasts).
 - Assist Project Control Engineer in preparation of estimates (budget and definitive) and control budgets.
 - Purchasing:
 - Support Senior Purchasing Officer.
 - Act in role with Senior Purchasing Office is on leave including following tasks:
 - Issuing of Invitation to Tender to Suppliers.
 - Issuing Request for Quotation to Suppliers.
 - Analysis of Quotations and presenting recommendations.
 - Goods receipting and issuing to Purchase Order Originators.
 - Contracts administration:
 - Act in role while Senior Contracts Administrator in on leave including

following tasks:

- Creation & issuing of Site Instructions, Quotation Price Request and Change Orders.
- Advising on Contract Terms and Conditions.

Dates : From Mar. 2012 till Jun. 2013
Employer : EGMA Egypt
Job title : Account Manager
Job Description :

- Review all accounts.
- Preparation of budget plan.
- Preparation of financial statements:
 - Balance Sheet.
 - Income Statement.
 - The Statement of Cash Flow.
- Handling logistics & supply chain.
- Aging analysis of debt.
- Cost control:
 - Pricing for all shipments.
 - Prepare the daily and monthly cost report department in relation to cost of sales.
 - Responsible for monthly Cost Reports & monthly invoices.
 - Ensure accurate, timely and value added analysis & the provision of all Cost Control functionality.
 - To maintain daily record of inventory purchased for every chart of account and ensure it is balance with account payable.
 - To check invoices against receiving record and compare them with purchase order and purchase request, and to ensure that all invoices stamped and signed by the material clerk.

Dates : From Jul. 2009 till Feb. 2012
Employer : Magrabi Optical
Job title : Senior Head of Operational Audit at Magrabi Retail "Corporate Office"
Job Description :

- Manage Team of Stock Controllers in different countries.
- Manage Team of Cash & Sales Audit in Office.
- Provide the Stock Controllers with required technical support and training.
- Prepare quarterly evaluation for Local Stock Controllers.
- Set Stocktake Calendar for all countries.
- Supervise Stocktake Process in all countries.
- Prepare Shrinkage Report for all countries after Stocktake.
- Supervise Stock Controllers' daily work.
- Communicate with other Departments.
- Support Stock controllers in their communications with audit Firms.
- Handle the consignment Products Stocktake with Vendors for all countries.
- Perform Stocktake in Risky Areas.
- Prepare Inventory Ageing Report.
- Supervise Scrapping Process for damaged and expired Products.
- Record Inventory Shrinkage and Revaluation Provisions entries.
- Prepare monthly reports for the Operational Audit.

- Reports:
 - Prepare the daily and monthly cost report department in relation to cost of sales.
 - Responsible for monthly Cost Reports & monthly invoices.
 - Ensure accurate, timely and value added analysis & the provision of all Cost Control functionality.
 - To maintain daily record of inventory purchased for every chart of account and ensure it is balance with account payable.
 - To check invoices against receiving record and compare them with purchase order and purchase request, and to ensure that all invoices stamped and signed by the material clerk.
 - Inventory value report.
 - Prepare inventory ageing report – based on date of purchasing.
 - Prepare nonmoving items report – based on used of QTY.
 - Prepare over stock value report – based on used of value.
 - Prepare stock analysis by QTY & Value.
 - Prepare purchase verses used items.
 - Prepare inventory turnover – received, used, returned.
 - Prepare expired and damaged and defect items report.
 - Prepare scraping process and report.
 - Prepare physical count process.
 - Prepare shrinkage report by value & QTY if found after physical count.

Dates : From May 2008 till Jul. 2009
Employer : Magrabi Optical KSA & Dubai
Job title : Stock Controller
Job Description :

- Provide all Stores with required technical Support during the Go live Period.
- Build a trust in inventory module in SAP system.
- Develop Stocktake Program with IT Dept.
- Provide Stores with Inventory reports with IT Dept.
- Manage team of 3 Stock Controllers.
- Control inventory transactions on daily basis.
- Plan and perform perpetual Stocktake.
- Handle the consignment products Stocktake with vendors.
- Track and fix the inbound errors.
- Communicate with audit Firm.

Dates : From May 2007 till May 2008
Employer : Magrabi Optical Egypt
Job title : Accountant Bank
Job Description :

- Reconciliation of Bank statement (temporary assignment).
- Prepare banks' journal entries.
- Prepare bank reconciliation (Visa – Paper receivable – Papers of payment).

Dates : From Aug. 2006 till May 2007
Employer : Magrabi Optical Egypt

Job title : Accountant – Trade & Nontrade Payables
Job Description :

- Determine Payment and collections policies.
- Disbursement of overtime and expenses for branches (petty Cash - rents - Telephones - Services - fines ... etc.).

Dates : From Oct. 2002 till Aug. 2006
Employer : Magrabi Optical Egypt
Job title : Accountant Receivable
Job Description :

- Accountant for all the Revenues of Magrabi Egypt Branches.
- Analysis the revenue of Branches.
- Review the customer status on monthly bases and follow up the collection of debits.
- Prepare a monthly report for the contract.
- Review the credit card situation on daily bases.
- Record the revenue of all the company in the system.
- Daily sales entry on AS 400 program.
- Prepare Monthly reports.
- Set up the Accounting policies, Accounting Procedures, Filling system and Manual system.

Dates : From Jun. 2001 till Oct. 2002
Employer : COMPAS Egypt (Catering)
Job title : Team Leader
Job Description :

- Responsible for the catering of Magrabi hospital branch.
- Responsible for providing healthy & clean food Material.
- Responsible for the food stock in the stores.

Dates : From Jun. 2000 till Jun. 2001
Employer : Queen Resort (Tourism)
Job title : Sales Manager
Job Description :

- Preparing Sales Report.
- Follow up of Contracts.
- Training of sales staff.