

Holds a Bachelor in Business Administration and has about 10 years experience working as Accountant.

PERSONAL DATA

Nationality : Egyptian
Birth Date : 25/05/1986
Gender : Male
Marital Status : Married
Residence : Cairo

EDUCATION

: Bachelor in Business Administration, Future Academy, 2007

LANGUAGES

Arabic : Native Language
English : Good

COMPUTER SKILLS

: Windows, MS Office, Internet
: Photoshop program

TRAINING COURSES AND CERTIFICATIONS

: Training in Petrojet Company for 3 months in 2004.
: Training in Petroleum Air Services Company for 3 months in 2005.
: ICDL course from Ain Shams University.

CHRONOLOGICAL EXPERIENCE RECORD

Dates : From Jan. 2016 till May 2016
Employer : Restaurant Broast Eldeek, Cairo
Job title : Branch Manager
Job Description :

- Directly responsible for all operations.
- For achieving the goals and plan the company set for it (Sales - Costs - Satisfaction guests - quality) products.
- Responsible for the application of regulations and policies and systems of internal and external company.
- Responsible for management of all employees the restaurant and raise

the level of productivity to the maximum.

- Responsible for training and follow-up training for all employees (new - old) according to plan training.
- Management responsible for the availability of all the raw materials necessary for operational processes in quantities commensurate with the size and nature of the work.
- Responsible for the availability of health and professional standard conditions for workers and raw materials and processing areas and preparing and places of service guests external or internal.
- Responsible for follow-up maintenance and repair of all equipment used in the preparation, processing and service coordination with the Engineering department.
- Responsible for submitting the required reports (daily - weekly - monthly - yearly).

Dates : From Oct. 2013 till Sep. 2015
Employer : Follow up for sports advertising, Cairo
Job title : Financial Accountant
Job Description :

- Customer accounts, collection, cost control & stockroom control accounts efficiently and effectively to achieve the goals of the company planned periodically and correct deviation.
- Control of the documentary & accounting cycle and prepare report deviation.
- Constipation American Journal, analytical notebooks.
- Supply various senior management reports to make strategic decisions related to productive assets and pricing.
- Prepare periodic financial reports & cost data monthly and daily.

Dates : From Jul. 2008 till Sep. 2013
Employer : Kabesh Group for constructions
Job title : Financial Accountant
Job Description :

- Customer accounts, collection, cost control & stockroom control accounts efficiently and effectively to achieve the goals of the company planned periodically and correct deviations.
- Review, approve and record journal entries from different sections.
- Constipation American and French Journal, analytical notebooks.
- Control of the documentary & accounting cycle and prepare report deviations.
- Constipation Cooperation with the C.F.O in prepare periodic financial reports & cost data monthly.
- Supply various senior management reports to make strategic decisions related to productive assets and pricing.

Dates : From Nov. 2007 till Jun. 2008
Employer : Arma for Oil Company, Cairo
Job title : Accountant "Collection Auditor"
Job Description :

- Collect payments from customers and doing the invoices.
- Insert bills collected on the collection program.
- Review daily balance for the collected and uncollected bills.

- Prepare a report deviations collection of positive and negative, and delivered to the Department of benefits to be deducted or added to the agent account.

Dates : From 2004 till 2006

Employer : Sport Egypt Agency

Job Description : Coordinator Advertisement position.

Field of experience :

- Financial Analysis.
- Accounting Bookkeeping (Journal, Ledger, analytical Account Books).
- Controlling accounts Receivable & Payable, Expenses account, Banking accounts, Cash flow, etc.
- Accounting & Document Cycle creating.
- Interior Auditing & Creating Audit Reports.
- Control costs and accounts preparation of periodic reports for cost and pricing.