

Holds a Bachelor of Commerce & Business Administration (Accounting) and has over 6 years hands-on experience working as Accountant.

PERSONAL DATA

Nationality : Egyptian
Birth Date : 21/08/1989
Gender : Male
Marital Status : Married
Residence : Cairo

EDUCATION

: Bachelor of Commerce & Business Administration (Accounting), Helwan University, 2011

LANGUAGES

Arabic : Native Language
English : Very Good

COMPUTER SKILLS

: Windows, MS Office (Word, Excel, Power Point), Internet
: ERP Applications
: SAP Accounting System

TRAINING COURSES AND CERTIFICATIONS

: International financial reporting Standard (IFRS) (3 months).
: SAP for accounting systems modules, Abu Dhabi – UAE (1 month).
: English language course (2 months).

CHRONOLOGICAL EXPERIENCE RECORD

Dates : From Feb. 2013 till now
Employer : TUV Rheinland Egypt Ltd.
Job title : Senior Accountant
Job Description :

- Daily Tasks:
 - Handling all financial daily transactions.
 - Handling all financial documents and Invoices daily issuance.
 - Responsible for all banks communications and transactions.

- Review and monitor all taxes and insurance transactions.
- Inserting AR vouchers through collected this invoice.
- Collected all invoice from clients.
- Issuing Checks to suppliers.
- Insure all SAP inputs and outputs.
- Monthly Tasks:
 - Preparing supplier's reconciliation.
 - Preparing closing down process A/R at the end of the month.
 - Preparing bank reconciliation.
 - Revaluation for the petty cash accounts in foreign currency.
 - Send every month the dunning letter to customer.
 - Issue monthly periodical reports for each business stream.
 - Issue all over the company monthly report.
 - Prepare all depreciation entries.
 - Discuss the monthly results with all business streams managers.
 - Discuss and review with the managing director all company result.
 - Review the monthly result to the region headquarter and discuss it with the financial regional manager.
- Annual Tasks:
 - Closing down process for A/R at the end of quarter.
 - Issue the financial SAP report at the end of each quarter.
 - Discuss the report result for each quarter internally with each business stream manager and managing director.
 - Travel to the Region Headquarter (Located in Abu Dhabi – UAE) to discuss the quarter results and indicating the achieved revenues and EBIT comparing against the targets.
 - Indicating the strength and weakness points after each quarter.
 - Issue a final Yearly SAP report at the end of each year.
 - Discuss the financial annual report result for internally with each business stream manager and managing director.
 - Travel to the Region Headquarter (Located in Abu Dhabi – UAE) to discuss the quarter results and indicating the achieved revenues and EBIT comparing against the targets.
 - Issue Annual Taxes Reports.
 - Sharing in creating the annual budgets and targets.
- Yearly Tasks:
 - Prepare the financial statements with the local auditors.
 - Prepare and reviewing the budget for the coming year.
 - Insert the budget on the System.

Dates : From Feb. 2011 till Feb. 2013

Employer : Alandick North Africa

Job title : Accounts Payable Accountant

Job Description :

- Daily Tasks:
 - Inserting employees' settlements & issuing Checks for review.
 - To allocate of expenses over the appropriate cost centres.
 - Inserting AP vouchers through matching approved PO against supplier invoice and entry ticket to Inventory.
 - Issuing Checks to suppliers against proper due invoices after deducting related advances.
- Monthly Tasks:
 - Preparing supplier's reconciliation.

- Inserting general vouchers like accrual expenses.
- Preparing closing down process A/P at the end of the month.
- Revaluation for the petty cash accounts in foreign currency.
- Back up for petty cash account.
- Making sure advances reapplication with its payables.
- Reviewing and send backup for Expense control account.
- Reviewing and send backup for Employee advances.
- Annual Tasks:
 - Closing down process for A/P at the end of the year.
 - Attendance for annual physical inventory count.
- Yearly Tasks:
 - Prepare the financial statements with the local auditors

Dates : From Jun. 2008 till Feb. 2011 (during education)

Employer : Alandick North Africa

Job title : Accountant under training

Job Description :

- Start training from knowledge Filling Invoice & Receipt of invoices.
- Delivery of checks to customers and changing the invoice, if find.
- Attend inventory with Audit.
- Dealing with Client in receipt of checks and delivery invoice.
- Attendance for annual physical inventory count.