

Holds a Bachelor in Commerce (Accounting Dept.) and has more than 10 years hands-on experience working as Accountant.

## **PERSONAL DATA**

Nationality : Egyptian  
Birth Date : 01/02/1982  
Gender : Male  
Marital Status : Married  
Residence : Giza, Cairo

## **EDUCATION**

: Bachelor in Commerce (Accounting Dept.), Tanta University

## **LANGUAGES**

Arabic : Native Language  
English : Good

## **COMPUTER SKILLS**

: Windows, MS Office, Internet

## **TRAINING COURSES AND CERTIFICATIONS**

: English Courses.  
: Presentation skills.  
: Communications, power of positive thinking.  
: ICDL (Word – Excel – Access – Power Point).  
: Ecommerce course.

## **CHRONOLOGICAL EXPERIENCE RECORD**

**Dates** : From Oct. 2008 till now  
**Employer** : Egyptian American Co. for Real Estate  
Egyptian American Co. is one of the largest construction companies in Egypt. It specializes in contracting of construction work for building and village.  
**Job title** : Senior Accountant

- Job Description** :
- Review the billing calculation and supervise following up with contractors and suppliers.
  - Reconcile all inter-company balances across locations.
  - Review reconciliations of the various business cycles to ensure completeness of accounting records & correctness of financial statements.
  - Ensure full utilization of credit terms and limits with the suppliers to ensure healthy cash flow.
  - Participate in budget process with operations to ensure financial information's are reasonably estimated.
  - Participation in low cost approach in the business to ensure optimization.
  - Review of prepayments, fixed assets, provisions and accruals to ensure correctness and high level of estimation.
  - Reviewing checks and funds transfer and any cash payment.
  - Adhere to strict reporting deadlines.
  - Adhere to company policy and procedures.
  - Liaise with external auditors.
  - Create feasibility study for any promotion and provide decision maker with the exact cost for the promotion.
  - Create costing analyses for the costing behavior on the company scale.
  - Reporting to Accounting Manager.

**Dates** : From Oct. 2007 till Sep. 2008

**Employer** : Egyptian American Co. for Perlite and vermiculite  
Egyptian American Co. is one of the largest construction companies in Egypt. It specializes in Manufacturing Perlite and vermiculite which enter on Medicine, cigarette, Agriculture, Building and Clothes industries.

**Job title** : Accountant

- Job Description** :
- Create costing analyses for the costing behavior on the company scale.
  - Reconcile Inventory balance and make my procedures on quarterly bases.
  - Review the billing calculation and supervise following up with contractors and suppliers.
  - Review reconciliations of the various business cycles to ensure completeness of accounting records & correctness of financial statements.
  - Ensure full utilization of credit terms and limits with the suppliers to ensure healthy cash flow.
  - Participate in budget process with operations to ensure financial information's are reasonably estimated.
  - Participation in low cost approach in the business to ensure optimization.
  - Review of prepayments, fixed assets, provisions and accruals to ensure correctness and high level of estimation.
  - Reviewing checks and funds transfer and any cash payment.
  - Adhere to strict reporting deadlines.
  - Adhere to company policy and procedures.
  - Liaise with external auditors.
  - Create feasibility study for any promotion and provide decision maker with the exact cost for the promotion.
  - Create costing analyses for the costing behavior on the company scale.
  - Reporting to Accounting Manager.

Achievements:

- Establishing effective Financial Reporting Process in Egyptian American Co. for Real Estate.
- Being exposed to many and diverse working environments and adapting with all of them.