

MOHAMED FAROUK ESHEEMY

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PROFESSIONAL SUMMARY

I am a self-motivated, friendly accounting professional with 24 years of experience in handling financial information for organizations. My strong background in finance, accounting methodologies, practices mathematical reasoning and attention to detail allow me to sort through complex information and develop accurate reports. I am a highly meticulous person with strong time management and selective attention abilities. I am passionate about analyzing information, working with computers, and providing detailed reports.

Experience

FROM 1999 – TO 2002

ACCOUNTANT, BAHGAT GROUP

- Assisting in preparation of company's financial audit.
- Checking bank reconciliations, debit and credit notes, and invoices.
- Verifying debtors and creditors.
- Compiling balance sheets and company accounts.
- Maintaining of the company's financial data records.

FROM 2002 – TILL 2011

SENIOR ACCOUNTANT, PETROJET

- Maintain the general ledger up to balance sheet.
- Preparing financial statements, including balance sheets, income statements, and cash flow statements.
- Conduct financial analysis to identify trends, variances, and opportunities for improvement, providing valuable insights to management to support decision-making.

FROM 2011 – TILL 2016

GENERAL ACCOUNTANT, PETROJET

- Perform internal audits and submit detailed recommendations to management and directors, identifying potential problems, excessive spending, and solutions for the same.
- Manage the Bank Reconciliation Statements of the Company for all receipts and payments.

FROM 2016- 2018**AUDIT MANAGER, ISMAILIA TUNNEL PROJECT, PETROJET**

- Oversee the audit process and ensure that the operations comply with industry regulations and internal policies.
- Develop and implement audit plans, while conducting audits of operations, including financial, operational, and compliance audits. Analyzing audit results and preparing reports that identify areas of concern, recommend corrective actions, and provide management with valuable insights.
- Assigning tasks and responsibilities to team members, providing guidance and feedback, and ensuring that audit work is completed on time and within budget.

FROM 2018 – 2020**BUDGETING MANAGER, PETROJET**

- Ensure that the financial resources are allocated wisely by overseeing the budgeting process.
- Developing and implementing budget plans.
- Monitor the financial performance against the budget, identifying variances and taking corrective action as needed.

FROM 2020 – TILL NOW**FINANCE MANAGER, ZOHR GAS FIELD DEVELOPMENT PROJECT, PETROJET**

- Verification of data and Maintenance of Outstanding reports for debtors and creditors.
- Generate and maintain periodically revenues report.
- Conduct monthly reconciliations and Invoices received, reconciliation of expenses, accounts payable/receivables and cash flow.
- Generate reports pertaining to VAT, and WHT.
- SAP specialist responsibilities.
- Prepare financial reports and reconcile accounting records.
- Maintain AP/AR files.
- Prepare and issue AP/AR reports.

Education and Certificates

JULY 1998

Bachelor of Accounting, **CAIRO** University, Cairo, Egypt.

MARCH 2003

Manage correspondence and archive organization, Expert & Professional Excellence for training & consultations.

JULY 2004

Management Training Program, Career Development & Consultations Academy.

APRIL 2008

Occupational Safety and Health, **NIOSH**.

Skills

- Financial Accounting
- General Ledger
- Financial Reporting
- Financial Advice
- Bank Reconciliations
- Expenses Reconciliations
- Time Management
- Skilled with SAP, Excel, and other Microsoft office products.
- Ability to interact with employees, vendors and clients in a professional manner.
- Good problem solving and investigative skills.
- Excellent verbal and written communication skills.

Language Skills

- Arabic mother language.
- Excellent spoken/written English.
- Good spoken/written French.
- Good spoken/written German.

PERSONAL DETAILS

- Date of BIRTH: 19-02-1975.
- Religion: Muslim.
- Gender: Male. **Text**
- Nationality: Egyptian.

Activities and interest

- Sports lover: waking, running, gymnastics, Yoga and mental exercises.
- Walk with friends on a regular basis.
- Help and support staff with general duties.

References

- Available upon request.