

Curriculum Vitae



Name: Houssam Eldin Habashi Hassan Ahmed

Function: Accountant - Project Coordinator - Project Manager .

**Educational Qualification: Bachelor of Commerce
Accounting Division .**

Date of Birth: 30-10-1981

The address: 4 Sibawayh Street - Victoria – Alexandria

Phone: 01550222862

Marital status: Married

E-mail: houssamhabashi@gmail.com

Previous experience

1-The period from 2008 to 2011

**The Company: The Services and Integrated Systems Company
affiliated to Piraeus Bank. As employee in the credit card issuance
department.**

2- The period from 06/15/2011 until 06/10/2014

**Company: Al-Majal Al-Arabi Group - Riyadh - Kingdom of Saudi
Arabia , As Accountant in the general maintenance and operation
sector for the eastern and northern regions.**

3-The period from 10/14/2014 to 06-16-2020

Company: Samama for Operation and Management - Riyadh - Kingdom of Saudi Arabia. Accountant - Financial Coordinator for projects - Manager of maintenance and operation projects.

Functional tasks

- **Preparing operational budgets for projects and submitting them for approval.**
- **- Follow up on project operating costs according to the approved budgets and work on them to maintain the approved profit rate in the budgets.**
- **- Participate in the process of receiving and delivering projects and their moving plans, and follow up on securing all equipment for the project.**
- **Receiving transactions coming from the regions, whether they are: invoices, subcontracts, spare parts transactions, internal notes, budgets, time cards, etc., and reviewing them before being approved by the General Manager.**
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- **Follow up on the replacement of the pledge for recovered and non-refundable consumables and spare parts.**
- **Follow-up to complete the requirements of the regions, respond to all their inquiries and secure their needs.**
- **Follow-up on the placement of labor in projects in the regions and fill the deficit in these projects and help in developing recruitment plans**

based on the needs of the projects and in a way that does not conflict with the financial position in terms of the profitability of these projects.

- Follow-up on the issuance of issued numbers for extracts (employment - consumables - spare parts) from the directorates affiliated to these areas and to the Ministry's headquarters, and then issuing payment orders.**
- Preparing letters to respond to governmental and non-governmental agencies.**
- Work on the Oracle program System regarding the validity of making budgets on the program, following up the costs of projects and warehouses, and coding a project.**
- Participation in recruitment committees for workers, technicians and engineers from India, Philippines and Indonesia.**
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- The volume of projects that I have managed is 34 as a project manager according to the last job gradation, 34 sites, with a monthly extracts value of 29 million riyals.**
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Other skills

- Microsoft Office Programs .**
- Internet Programs .**
- Working on Oracle software.**
- driving licence .**
- Proficiency in the English language .**