

Taher Talaat Ali Mohamed Site Accountant

tahertalaat84@gmail.com | +201007139098 | Egypt | LinkedIn: Taher Talaat Ali Mohamed

<https://www.linkedin.com/in/taher-talaat-744b11b2/> | Saudi driving license

Career Summary

As an experienced professional with 17 years of diverse expertise spanning Egypt and the KSA, I excelled in various roles, including logistics specialist, assistant production manager, assistant purchasing manager, and site accountant. As a logistic specialist at 10th of Ramadan Company for Glass Product "Dr.Greiche," I managed import processes for safety glass production, handled import cycles, and liaised with suppliers and freight forwarders. Transitioning to United Covers Company as Assistant Production Manager, I utilized the Alpha E.R.P. system to prepare daily and monthly production reports, calculate incentives, and facilitate productivity analysis. During my tenure as Assistant Purchasing Manager at Alawalat Company for Industry, KSA, I meticulously evaluated quotations, established supplier networks, and negotiated contracts while ensuring ministry approvals. Despite an entrepreneurial endeavor, I continued to leverage my skills in the role of Site Accountant at Development for Integrated Projects (D.I.P.), overseeing inventory, purchase orders, and subcontractor abstracts with precision. With a valid Egyptian and Saudi driving license, I am poised to contribute effectively to organizational success with my extensive background in logistics, production management, procurement, and accounting.

Skills

Hard Skills

Project Management | Construction | Quality Control | Safety Compliance | Cost Control | Budgeting Planning | Scheduling | Risk Management | Stakeholder Management | Crashing | Fast Tracking | Contract Negotiation | Procurement Management | Value Engineering

Personal Skills

Analytical Thinking | Problem-solving and effective decision-making | Team Collaboration | Adaptability | Attention to Detail | Leadership and team guidance | Time Management | Ethical Conduct | Interpersonal Skills | Continuous Learning

Technical Skills

Revit: BIM and architectural design | Navisworks: 3D coordination and clash detection. | Dialux: Lighting design calculations and simulations | Automatic Control Office: Automated control system applications.

Languages Skills

Arabic (Mother Tongue) | English (Good Reading, Writing, Speaking)

Work Experience

Site Accountant | Development for Integrated Projects (D.I.P)

Feb 2019 – present | Egypt

- Perform all site accountant tasks for ongoing projects.
- Control inventory and monitor warehouse balances.
- Follow up on purchase orders from the site until reaching the stores.
- Abstract work for subcontractors.
- Ensure accuracy and completeness in financial record-keeping.
- Collaborate with project managers to track project expenses.
- Monitor and report on financial aspects of ongoing projects.
- Implement financial control measures for budget adherence.
- Liaise with suppliers and subcontractors for financial transactions.
- Participate in financial audits and compliance reviews.
- Generate financial reports for management analysis.
- Maintain comprehensive documentation of financial transactions and site accounting activities.

Own Business | Entrepreneur

May 2018 – Jan 2019 | Egypt

- Identified and explored potential business opportunities.
- Conducted market research to assess viability and demand.
- Developed and implemented a business plan.
- Established and managed business operations.
- I oversaw financial aspects, including budgeting and accounting.
- Implemented marketing strategies to promote the business.
- Negotiated contracts and agreements with suppliers or partners.
- Handled customer relations and addressed inquiries or concerns.
- Managed day-to-day business activities.
- Evaluated and adjusted business strategies based on market feedback.
- Ensured compliance with legal and regulatory requirements.

- Made strategic decisions to optimize business growth and sustainability.

Assistant Purchasing Manager | Alawalat Company for Industry

Jun 2015 – Apr 2018 | Saudi Arabia

- Manage quotations, negotiate with suppliers, and handle contracts.
- Establish a comprehensive supplier database.
- Liaise with suppliers until obtaining Ministry approval.
- Oversee procurement activities to ensure cost-effectiveness.
- Monitor market trends and evaluate potential suppliers.
- Implement procurement strategies to optimize costs.
- Collaborate with internal departments to determine purchasing needs.
- Develop and maintain strong relationships with key suppliers.
- Evaluate supplier performance and implement improvement plans.
- Ensure compliance with company procurement policies and regulations.
- Participate in the development of purchasing strategies.
- Keep abreast of industry trends and changes in the supply market.

Assistant Production Manager | United Covers Company, 10th of Ramadan Branch

Nov 2008 – Apr 2015 | Egypt

- Utilize the Alpha E.R.P. system for production management.
- Prepare daily and monthly production reports.
- Calculate monthly production incentives for workers.
- Generate special statistical reports for productivity analysis.
- Monitor and optimize production processes for efficiency.
- Coordinate with various departments to ensure a smooth production flow.
- Implement quality control measures to meet production standards.
- Train and supervise production staff for improved performance.
- Analyze production data to identify areas for improvement.
- Implement safety measures and regulations in the production area.
- Collaborate with the management team to set production goals.
- Participate in strategic planning for long-term production objectives.

Logistic Specialist | 10th Of Ramadan Company For Glass Product "Dr.Greiche"

Aug 2006 – Apr 2008 | Egypt

- Import materials for a factory, including glass, paints, PVB, and spare parts.
- Manage import cycles, handling sea and air freight logistics.
- Communicate effectively with suppliers to ensure smooth operations.
- Oversee the logistics of raw materials required for manufacturing.
- Handle customs and regulatory requirements for imported materials.
- Monitor inventory levels to optimize stock and minimize shortages.
- Coordinate with various stakeholders to streamline supply chain processes.

Education

Faculty of Commerce | Zagazig University

May 2004 | Egypt

Courses

Marketing and Sales

Acquired knowledge and skills related to promoting and selling products or services, understanding customer needs, and implementing effective marketing strategies.

Lean Manufacturing

Learned principles and techniques to optimize manufacturing processes, reduce waste, improve efficiency, and enhance overall productivity.

Time Management

Developed strategies and techniques to effectively allocate time, prioritize tasks, and maximize productivity in professional and personal endeavors

Occupational Safety and Health

Studied regulations, practices, and measures aimed at ensuring a safe and healthy work environment, including hazard identification, risk assessment, and prevention strategies.