

## Objective

Seeking a Senior Position in a Multinational Company, which will enable me to develop my skills, my experiences, satisfy my progressive ambition in my Career Path, and give me a chance to be part of a team that contributes towards the growth of the organization.

## Education

- 2008: Bachelor of Commerce - Arabic Accounting Section at Ain Shams University | Cairo - Egypt.

## Employment History (15 years of experience)

Senior Accountant - SAP user

Jan 2018 – Present

Accounts Payable - Supplier Department

Arabian Construction Company (ACC) | New Cairo - Egypt Branch

Shared Service Center (SSC) for affiliated companies around the Middle East & Africa



- Post business transactions, process invoices, verify financial data for use in maintaining accounts payable records.
- Review delivery note and service entry sheet (SES) for invoices documents.
- Maintain meticulous records of outstanding payables.
- Ensure the accuracy of an organization's financial documents for payment, auditing and tax purposes.
- Ensure that each billable item, in the system is being properly booked and mapped with correct GL Codes.
- Process invoices and documents.
- Park and release documents in invoice verification.
- Communicate with purchasers and other stakeholders.
- Review supplier line items and supplier balances.
- Provide reporting for accounts payable accounting.
- Keep supplier master data up to date.
- Preparing analyses of accounts and producing monthly reports.
- Prepare bills, invoices for different countries with different tax policies, reviewing attachments for multiple countries.
- Send bill reminders; contacting clients when necessary responsible for reconciling petty cash.
- Matching goods receipt with invoices.
- Reconcile all sister company's balances and all vendors.
- Verify invoices against purchase orders and ensure goods or services were received before issuing payment to vendors.
- Ensuring all branches maintain a clear and correct daily bookkeeping and record keeping.
- Recording journal entries regarding AP accounts.
- Responsible for bank UK accounts.
- Responsible about organizing shipment process in Africa (documentation – summarizing the customs and shipping costs – assisting in determining assets values).
- Managed and supported SAP implementation projects for affiliated companies.
- Prepare the General ledger of Domestic and foreign suppliers.
- Review fixed assets accurately, profit center, cost center and WBS.
- Perform all of the above tasks for all ACC companies and sister companies including Egypt, Jordan, KSA, UAE, Cameroon, Côte d'Ivoire, Senegal, Lebanon and Benin.

Accountant - SAP user  
Administration Assistant

Feb 2016 - Jan 2018

Arabian Construction Company (ACC) | New Cairo - Egypt Branch

Shared Service Center (SSC) for affiliated companies around the Middle East & Africa



- Responsible for financial statements (Balance sheet, Income statement, Owner's equity statement, Cash flow statement, POC, P&L, General Expenses) by reviewing and booking on CRM system.
- Handling reports of financial statements among all quarters for managers.
- Perform reconcile between statements for different Quarters.
- Assisted with the monthly close and preparation of internal monthly operating plan report and consolidated financial statements.
- Handling bank guarantee (Letter of guarantee - L.G) & (Letter of credit - L.C) on SAP system.
- Perform day-to-day treasury operations of Cash & Trade Finance transactions to ensure that work processes are implemented as designed and comply with established policies, processes and procedures.
- Managing accounts payable and receivable, including collecting payments and identifying potential risks of non-payment.
- Prepare reports on financial activities, such as sales figures, cash flow projection, and inventory levels.
- Reviewing purchase orders before they are processed to ensure that they comply with company policies.
- Responsible for following up on financial proceedings, and ensuring tasks are completed on schedule.
- Assemble invoices to be completed for payment.
- Perform all of the above tasks for all ACC companies and sister companies including Egypt, Jordan, KSA, UAE, Cameroon, Côte d'Ivoire, Senegal, Lebanon and Benin.

Site Accountant

March 2013 - Feb 2016

Arabian Construction Company (ACC) | Marassi - North coast - Egypt Branch

Emaar Projects: (D-village 1 & 2 / Mock up / Mosque / Safi 1 & 2 / Fence)



- Perform day-to-day treasury operations of Cash & Trade Finance transactions to ensure that work processes are implemented as designed and comply with established policies, processes and procedures.
- Responsible for (petty cash, reconciliation of petty cash with head office, purchasing, salaries, suppliers, prices, housing, transportation, subcontractors).
- Advise management on the liquidity aspects of its short- and long-range planning.
- Maintain a system of policies and procedures that impose an adequate level of control over treasury activities and perform stock inventory each accounting period.
- Prepares special financial reports by collecting, analyzing, and summarizing account information and trends.
- Documents financial transactions by entering account information.
- Create project accounts in the accounting system and review PCs for subcontractors.
- Maintain project-related records, including contracts and change orders.

Purchasing Specialist - Oracle user

Oct 2008 - Jan 2013

Marcyrl Pharmaceutical Industries Company | El Obour City - Cairo - Egypt



- Responsible for printing presses, tubes, raw materials, aluminum foil, capsules, ampoules, ...etc.
- Research and evaluate suppliers based on price, quality, selection, service, support, availability, reliability, production and distribution capabilities, and the supplier's reputation and history.
- Follow-up with vendors daily, and obtain best possible delivery date.
- Resolve the problems with vendors for materials (defects, delivery shortage) and invoice discrepancy.
- Coordinate with user departments and suppliers in the purchasing scope of work.
- Update POs with current delivery information.
- Coordinate with the purchase manager for the daily purchases.
- Collect the invoices and the receiving documents and prepares them for the purchasing Manager approval.
- Maintain complete updated purchasing records/data and pricing in (spreadsheet & oracle system).
- Do banking matters & dealing with shipping companies.

## Training Courses

### CMA



- In Progress.

### Neuro Linguistic Programming (NLP)

- Comprehensive seminar in one day with Dr. Neil Sutherland.
- Place: Canadian Training Center of Human Development (Dr. Ibrahim Elfiky).
- February 2014 | 8 Hours.

### Mini MBA

- Comprehensive seminar in one day.
- Place: Canadian Training Center of Human Development (Dr. Ibrahim Elfiky).
- January 2014 | 10 Hours.

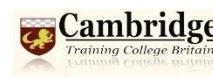
### Purchasing Management Professional Program

- Contains (Testing & Quality-Supply Chain Management-Evaluations of Suppliers-Purchase Systems-Letters of Guarantee-Documentary Credit-International Contracts-Negotiation with Suppliers).
- Accredited by Centre of Accounting and Managerial Expertise & Tax and Economic Consulting Unit at the Faculty of Commerce - Cairo University. | Cairo - Egypt.
- March 2013 - April 2013 | 50 Hours & Grade: Very Good.



### English Language Course - (Translation)

- Translation from English into Arabic and Vice Versa.
- Accredited by Cambridge - Britain College Training Centre. | Cairo - Egypt.
- October 2010 - December 2010 | 72 Hours & Grade: Very Good.



### Human Development Conference

- Contains (Positive Thinking -The Principles of Communication -The Art of Time Management - The Art of Planning - Mind Mapping - Leadership Skills).
- Accredited by Canada Global Centre for Consulting and Training. | Cairo - Egypt.
- November 2010 | 15 Hours.



### International Computer Driving License Certification

- 7 Modules (Word / Excel / PowerPoint / Outlook / IT / Windows / Access).
- Accredited by UNESCO & Ministry of Communications and Information Technology. | Cairo - Egypt.
- October 2008 - December 2008 | 108 Hours.



### English Language Course - (General)

- Started from the fifth to the eleventh level.
- Place: The American University in Cairo. | Cairo - Egypt.
- July 2006 - July 2008 | 792 Hours & Grades: (5 / D). (6 / B-). (7 / C). (8 / D+). (9 / B-). (10 / C+). (11 / D+).



## Skills

- Good command of English language (written & spoken) & my mother tongue is Arabic.
- Strong in ERP system (Oracle - SAP - CRM).
- Advance knowledge of Microsoft office programs (Word, Excel and PowerPoint).
- Ability to work under pressure, management skills, communication and interpersonal skills.
- Flexibility for overseas travel, leadership skills, and high learning agility.
- Standing for any workload priorities, solution focused, and teamwork oriented.
- Supplying chain relationships.



## Interests & activities

- Drawing, reading, sports, cinema, and photography.
- Member of the Board of Directors at (Muftah El-Farage Charity Association) | Egypt.
- Volunteer at (Resale Charity Association) | Egypt.

## Personal information

- Gender: Male / Married.
- Military service: Exempted.
- Having a Valid Egyptian Driving License. (Local / Private).
- Date of birth: 4th October 1984, Cairo, Egypt.
- Nationality: Egyptian.