

## Curriculum Vita

### Samir Yehia Kamal



Date of Birth: 25 July, 1985

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#### About

Certified Accountant with a proven history of working in the Leisure, Travel, Tourism and Events industry with +7+ years of experience in ledger operations, reconciliations and streamlining of reports. Seeking to benefit from my professional experience and experience in the role of the company's accountant.

Skilled in negotiation, strategic planning, marketing strategy, Microsoft office, administration, IATA, BSP settlement, writing corporate contracts legally and dealing with airlines.

Following up the sundry accounts which related to each Dep. and each branches. And send a weekly report to all Dep. in order to avoid any delay on cash flow

Sending a monthly report to our senior management to see the position of the aviation sector

Responsible for following up the accounting system with the designers of the accounting system (such as creating the accounting tree, opening customer and supplier codes, opening public accounts such as treasury and banks, preparing the accounting system to create an electronic invoice within the tax portal....etc).

Strong Accounting Professional graduated from Ain Shams University.

#### Business Development - Management Accounting

Management Accounting -Credit Control - Team Leadership, accounting experience, preparing and reporting client company management accounts to year-end. Proven abilities in defining company direction, achieving targets and developing new and repeat business.

#### Areas of Expertise

- Business development
- Team building – leadership
- Assistance in preparing the budget
- Preparing reports related to the aviation sector such as (airline sales volume, follow-up of discount and addition notices ... etc.)
- Follow up on Customers and Suppliers
- IATA and BSP portal
- Credit control
- Bank reconciliation

## 1- Qualifications:-

### BSC Ain Shams University

Faculty of commerce (accounting Department)

## 2- Computer Skills:-

- ☒ M S Word.
- ☒ Excel.
- ☒ System E Travel 2000 (Airline and tourism system accounting)
- ☒ I am familiar with the accounting system Odoo and Gates, from the reality of the frequent meetings with them with the intention of changing our accounting system.
- ☒ Able to learn any computer system.

## 3- Language:-

- ☒ Arabic Mother Tongue.
- ☒ English good written and spoken.

## 4- Capabilities:-

- ☒ Self Motivated
- ☒ Organized
- ☒ Fast Learner
- ☒ Decision maker and harder worker

## Experience

- Worked at **Seti First Travel LCC**.
  - From September 2008 to March 2013 worked as accountant.
  - From 2008 to 2010 worked as official aviation safe.
- Worked at **Golden Tours Egypt & GT Events**
  - From April 2013 Till Now Worked as senior accountant Aviation.
- Review BSP on a daily basis in terms of tickets issued and commissions collected from airlines, to avoid any fines from airlines.
- Follow up on any changes on the part of the airlines regarding the policy and rules of the airlines (churning, duplicate) and therefore I send this information to the issuing officials in order to avoid any ADM
- Make invoices with tickets that were issued during the day and send them to the collections department
- Prepare and review monthly operational and airline reports
- Preparing and reviewing operational reports on a daily, weekly and monthly basis, and creating daily invoices for tickets issued
- Reviewing travel agency accounts reports and following up their performance, monthly segments and achievements
- Review contracts and presentations when needed and tripartite contracts
- Review of aviation documents and contracts
- Follow up the marketing process and reports on a weekly basis
- Follow up on projects until successful completion

- Supervise all regular accounting processes such as A/P and Post Journal Entries plus monthly closure accounts.
- Supervise and ensure efficient working of all financial transactions in the organization.

Other works:-

Opening files for operations.

- Issuing invoices and send them to a credit & collection department to collect them as per the contract for each client.
- Enter journal entries of expenses for the supplier for each files.
- Revise the profitability for each file.
- Revise banking reconciliation.
- Issuing payment order for operation.
- Sending the pending files to all Department and all Branches on weekly basis in order to avoid any corporate invoices delay
- Monitors the profitability for all Dep. And all branches file and send a monthly report to Top Management
- Following up the Sundry accounts which related to each Dep. And Each Branches and send a weekly report to all Dep. In order to avoid any delay on cash flow
- Auditing files and sending the invoices to our credit Dep. To send it to our corporate
- Sending monthly report to our Top Management For a pending refunds with our hotel
- Auditing the International accounts and sending a monthly statement for them and following up with their payments
- Auditing supplier accounts & report the management with monthly outstanding

### **Professional Development**

- Bank Transactions.
  - General Ledger.
  - Financial Analysis.
  - Analysis of direct expenses and overhead expenses.
  - Customer analysis.
  - Suppliers analysis.
  - Responsible for BSP and IATA updates.
  - Value-added taxes, discount and addition taxes, on the portal.
- Instrumental in developing business plans to client satisfaction within standard services.
  - Computerized the accounting system that replaced the manual ledgers.