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|  |  |  | Saad El SharqawyChief Accountant EDUCATION **CMA - Certified Management Accountant**IMA® (Institute of Management Accountants) Holder Certified Management Accountant.**MBA - Master Business Administration** Suresh Gyan Vihar UniversityFinancial Planning and Analysis03-2018 Till 03-2020 **Bachelor of Commerce**Banha UniversityAccounting Dept.1999 - 2003WORK EXPERIENCEAl Sourayi International Co, LTD. - Nema International Investment Senior Financial Accountant* 1. till Now

**Accounting**:* Day to day Operations
* Maintain accuracy of records and compliance with the IFRS
* Set up and improved accounting systems and processes to meet business needs and maximize effectiveness of operations
* Responsible for closing the books and in producing monthly Profit & Loss statements
* Completed journal entries, reconciliations, and account analysis to prepare quarterly financial documents and general account
* management
* Maintaining all proper documentation for all financial matters such as Purchases, Fixed Assets Register, Disposals
* Reconcile, adjust and maintain Balance Sheet accounts such as prepaid expense, petty cash, accounts receivable, payroll
* Compile, enter and post monthly adjusting journal entries
* Completed year-end closing processes with controllers and external auditors
* Handled month-end and year-end end finances by managing and reporting fixed assets and other data

**Financial Planning and analysis:*** Planning, budgeting, and forecasting for capital investments
* Analyze financial data and create financial models for decision support
* Evaluate financial performance by comparing and analyzing actual results with budget, business plans and forecasts
* Maintain the financial health of the organization and cash flow by tracking transactions and regularly reviewing

**Quatro For Import & Export (Seoudi Group)**Senior Accountant07-2009 till 03-2013* Day to day finance and accounts operations, Record/Journalize daily receipts and disbursements, and other non-cash
* transactions of the company
* Supported monthly general ledger closing activities, including preparing journal entries and reconciliations
* Prepare monthly financial statements such as Trial Balance, Balance Sheet, Statement of Profit and Loss, Cash Flow Statement,
* Bank Reconciliation and other required financial reports
* Analyze and reconcile account balances and maintain its supporting documents and schedules such as Asset Register,
* repayment Schedule, and Schedule of Post-dated Cheque issued, Accounts and Loans Payable, and Cash Advances
* Monitor the cash standing of all bank accounts and transact with bank on matter such as deposits, withdrawals and transfers
* Prepare Cash Flow Forecast
* Co-ordinates with banks to ensure that appropriate arrangements are made to handle cash positions
* Review all vouchers prepared such as AP, GL, to ensure the accuracy of accounting entries

Ensure the accuracy and compliance of the general ledger entries in line with the established rules and accounting principles* Assist the Finance & Accounting Manager in the development of the annual budget and achievement of the department's goals
* and objectives within the assigned budget
* Monitor the operating results of the Financial Accounting function, compare them to established goals and objectives, and
* report results to the Finance & Accounting Manager
* Monitor expenditures analyze revenues and determine budget variances and report to management

**Travco Group - Jaz Dahabeya Hotel,**Credit Supervisor07-2008 Till 07-2009* Monitor and analyze A/R aging and prioritizes items for department staff attention
* Work directly with staff, across departments, and with wholesale accounts to resolve any outstanding A/R items
* Review all new and existing account requests for extension of payment terms and credit limits within specified approval limits
* Ensure that all transfers to City Ledger through Income Audit, Accounts Payable and General Ledger do agree with the control
* account
* Ensure all invoices are dispatched to debtors within 48 hours
* Reconcile accounts receivable trial balances with the general ledger control accounts each month and to ensure accurate aging

**Mac Holding one of Kharafi Group, Coral Beach Marina Lodge,**Accounts Receivable Supervisor10-2007 till 07-2008* Supervisor Accounts Receivable (In Charge Of Credit Department)
* Training In Senior Account (Analysis Balance Sheet – Bank Reconciliation – Monthly JV Closing )

**Carols Makadi Resort- Makadi Bay-Hurgada**Income Auditor09-2005 Till 09-2007* Control and reconcile the daily sales in the outlets.
* Audit all hotel revenue generated and ensure the accuracy.
* Audit the credit card transactions for accuracy. Ensure the POS details
* Perform month end closing and ensure that the trial balance agree with general ledger.
* Prepares daily and monthly revenue reports for the management.
* Check the accuracy of all revenue figures; identify and obtain explanations from respective personnel for reason for variances.

**Travco Group Solymar Makadi Marine Hotel () Makadi Bay-****Hurgada.**Night Auditor06-2004 to 08-2005 |
|  | ProfileA professional, dedicated, and highly capable accountant with 14 years of experience in the financial matter who records and analyzes financial information, involved in the budgeting, performance evaluation, and interpretation of the financial information that corporate executives need to make sound business decisions including financial analysis.CONTACTPHONE:+966 5070 35693**EMAIL:**saad.elsharqawy@gmail.comSKILLS* Analytical Skills
* Decision Making
* Performance Management
* Strategically Skills
* Time management

COMPUTER SKILLS* ERP
* Sun System
* Fidelio Suite 8

LANGUAGESArabic(Native Language ),English(Business Intermediate Level )PERSONALDate Of Birth : March, 24th, 1983Nationality: Egyptian. |  |