

Hani Negm, CMA Candidate

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Finance Manager / Finance Director

An accomplished and results-driven senior finance professional with over 15 years' insightful experience in providing financial leadership and direction to the team, managing budgets and assessing internal control systems in order to manage the financial health of the organization. Skilled in providing strategic advice to the executive management on the financial and operational implications of business activities and improving business performance in a sustainable way.

Core Competencies	Executive Summary
<ul style="list-style-type: none">Financial PlanningAccounting and FinanceBudgeting & ForecastingCash Flow ManagementFund ManagementInternal ControlsFinancial Statement PreparationAccounting Policies/ProceduresFinancial Analysis/ReportingProfitability & Cost AnalysisStatutory ComplianceVAT & WHT ImplementationLiaison and CoordinationTeam Building and Leadership	<ul style="list-style-type: none">Expert in developing and managing budgets, implementing financial policies/procedures while ensuring compliance with legal provisions, accounting standards, IFRSs and organizational policies.Proven expertise in monthly expense variance analyses between actual, budget and forecast amounts, and reconciling and analyzing complex bank statements, balance sheet and income statement.Proficient in ensuring that financial accounting procedures and controls are in place and operating effectively and that the overall system of internal controls provides reasonable assurance as to the integrity and reliability of financial data.Adept at analyzing company's performance against historical, budgeted & forecasted results, generating financial reports that display the company's profit, equity and cash flow, and advising management on financial decision.Compassionate manager, mentor and coach, having engaged interpersonal style and excellent relationship building skills, with the ability to encourage personal and professional growth for all to succeed.IT Skills: (ICDL) International Computer Driving License, Accounting Programs (USA Peachtree, Spain (ICG), Golden Assail, Focus, Holool, Advac), MS Office Suite (Excel, Word, PowerPoint, Access, Outlook).

~ Noteworthy Professional Contributions ~

- ~ Facilitated transformational change in financial reporting by streamlining financial systems/ processes ~
- ~ Partnered with leadership teams to provide value-added analyses and business insights to drive profitability ~
- ~ Contributed in developing long-term business strategy & supporting the implementation of strategic initiatives ~
- ~ Strategic financial advisor with strong commercial acumen and having solid understanding of business fundamentals, growth opportunities and challenges ~

Professional Experience

Wave Media Advertising Co., KSA (Jan 2018 – Present)

Accounts and Finance Manager

Wave Media is a group companies, including 3 companies (one as main and 2 Subsidiaries) - Wave Media Advertising (KSA), Wave Media (Dubai) and Faden Links Advertising Co.

Responsibilities:

- Direct and oversee all financial activities of the company including monitoring budget, financial planning, preparation of cash flow statements, delegation of authority in line with corporate guidelines etc.
- Manage and control daily accounting operations of the company including month-/year-end activities, AR/AP, GL, cash forecasting, budgeting, revenue and expenditure variance analysis, fixed asset and debt activity.

- Manage all accounting transactions, prepare journal entries, post them in the general ledger, examine bank statements and reconcile them with general ledger entries.
- Prepare monthly/annual budget and control the operating cost; report to the management on variances from the established budget along with the reasons for those variances.
- Handle monthly bank reconciliation and GL reconciliation, adjustments and rectifications; manage accounting & financial consolidation, and present consolidated reports to the management.
- Prepare financial agenda and presentation on financial performance for the senior management meeting.
- Develop quarterly and annual accounting reports and submit to senior management to enable decision-making based on reliable financial information generated after detailed cash-flow, fund-flow and investment analysis.
- Prepare timely and detailed reports on company's financial performance on a quarterly/annual basis including income statements, balance sheets, revenue/expense statements and analysis of future earnings or expenses.
- Manage and oversee VAT & WHT implementation; coordinate with VAT authorities and prepare monthly VAT report.
- Liaise with external auditors during statutory audits, provide them with required accounting and financial information, and ensure successful completion of audits.

Al Mashal Group for Real Estate, Riyadh, KSA (May 2011 – Dec 2017)

Chief Accountant

Highlight:

- Successfully established a full accounting system (ERP) and the documented accounting cycle of the companies; also improved it according to the workflow.
- Consistently achieved the deadlines by close each month on time.
- Prepared direct cash flow forecast (DCFF) report and the closing file for the first time to the CFO.

Responsibilities:

- Managed accounting operations for 2 subsidiary companies together - Maad International Holding Company and Muthmira Real Estate Investment Holding Company.
- Led the accounting staff in managing full spectrum of financial accounting role (e.g. GL, AP, AR, FA, Payroll and provided approvals on their transactions based on delegated level of authority.
- Monitored and analyzed accounting data, oversaw the maintenance of accounting records, verified accounting heads assigned to transactions and ensured appropriate preparation of GL, trial balance and financial records.
- Prepared the chart of accounts by the account's classification as groups, prepared the chart of warehouses items as well as monitored accounting softwares.
- Managed effective administration, accounting and reconciliation of revenues, receivables & payables; reviewed and approved journal entries, payments, fixed assets, payroll, inventory & any other expenses.
- Liaised with bank personnel, examined bank statements, performed bank reconciliation to compare the balance in the bank with the balance stated in the bank statement and prepared bank reconciliation statements.
- Reviewed payment certificates of contractor's with reports and confirmed accounts payables; controlled accounts payables and receivables with follow up collections.
- Prepared the direct cash flow forecast (DCFF) report as well as the bank reconciliation statement.
- Oversaw petty cash disbursement, maintenance of petty cash register and daily reconciliation of cash accounts.
- Reviewed monthly payroll sheets and the related entries with all reports of master file and transaction file (notional to actual, national salary reconciliation, new hiring, increment, termination, and staff advances).
- Prepared international procurement reports with follow up shipments, custom clearances, freight charge and other costs.
- Responsible for opening the L/C (letters of credit), L/G (letters of guarantees) with banks, following up arrival documents, expiry date to renewal until received goods to close.
- Maintained the fixed assets register and accurately recorded fixed assets in the company's books; prepared PPE (property, plant and equipment) report and followed up places.
- Monitored, recorded, classified and summarized financial transactions in accordance with international accounting principles and financial reporting standards.
- Provided management accounting reports as required including monthly financial statements, P&L statement, balance sheet, monthly P&L vs budget comparative report to the CFO.

Senior Accountant

Responsibilities:

- Reported to the Financial Manager with the responsibility of overseeing daily accounting and financial transactions in the company including accounts payable/receivable, general ledger, bank reconciliations, and month-end and year-end closing.
- Monitored daily performance of the accounting department, scheduled jobs and delegated responsibilities to accounting staff; monitored the progress of financial and accounting objectives.
- Accountable for maintaining books of accounts, posting journal entries to the ledger, handling GL reconciliations, rectifications and accounting adjustments and preparing trial balance and financial statements.
- Prepared/reviewed and approved journal entries to ensure that they accurately record the company's financial transactions in the proper period; ensured that supporting documentation is maintained.
- Monitored the cost of projects by the percentage of completion, adjustment entries; managed international purchases, sales, vendors, customers; followed up with branches across KSA (Riyadh, Jeddah and Dammam).
- Liaised with banks for L/C issuing & acceptance, reconciliation of balance, and prepared bank reconciliation statements.
- Reconciled general accounts, bank statements, petty cash, and accruals and deferred payments and generated accounting reports for submission to the management.
- Coordinated with auditors for successful audit completion and assisted in preparing yearly audit reports.
- Developed policies & procedures to safeguard company assets and ensured transactions are recorded properly.

Previous Assignment

International Group for Accounting and Auditing, Egypt (Oct 2004 - Dec 2009)

- Senior Accountant (Oct 2008 - Dec 2009)
- Trainee Accountant / Accountant (Oct 2004 - Sep 2008)

Education

- CMA (Certified Management Accountant), IMA (Institute of Management Accountant), KSA (Pursuing)
- PFAD (Professional Financial Accountant Diploma), International Group for Accounting & Auditing, Zagazig, Egypt (Oct 2008)
- Bachelor's Degree of Commerce, Zagazig University, Zagazig, Egypt (May 2006)

Training & Membership

- IFRS Explain and Apply the International Principles (2019)
- English Manual Accounting "CMA Introductory" (2008 – 2009)
- English Computerized Accounting Using Advanced Commercial Excel (2008 – 2009)
- Saudi SOCPA Membership (2019)
- Egyptian Commercial Union Membership (2008)

Personal Details

- Nationality: Egyptian
- Date of Birth: 25th Nov 1982
- Marital Status: Married
- Languages: English and Arabic
- Driving License: Saudi Arabia (Valid)
- Visa Status: Iqama Transferable