
Professional Summary

Long Experience in | Projects Coordinator | Technical Services Administrator |
Accounting & Finance | Computer Trainer & Programmer

Work History

➤ **February 2012 up to Now - (Al-Khobar Saudi Arabia)**
Ala & Al Hawas Consulting Engineering Co. (AHCEC)
Under Azmi & Al Moaibed Consulting Engineering Co.(AMCDE)

Finance Accounting Specialist

- Treasury Management
(Banks Transfers , Recording In ODOO , Reconciliation , Loans , Facilities)
- Petty Cash Of Head Office
(Cash Salaries , Procurement & Cars Exp. , Projects Exp.)
- Preparing Monthly VAT report
- Invoicing Management
(Aramco , Sadara ,KBR, STC, SEC , Governmental Sectors, Privet Sectors)
- Responsible for dealing with telecommunications companies
- Manage (STC & Mobily) accounts and invoicing

➤ **September 2009 to January 2012 - (Al-Khobar Saudi Arabia)**
Azmi Abdulhadi & Abdullah Al Moaibed Consulting Engineering Co.(AMCDE)

Projects Coordinator & Technical Services Administrator

- Manage and control the documents of the department.
- Collecting receivables and all other administration works for all projects.
- Maintaining good relationships with customers in Government Sectors to identify and source business flow opportunities and development company business.
- In-charge of Bid Proposals, Preparation and Submittals of prospective projects.

➤ **April 2005 to 2009 (Riyadh Saudi Arabia)**
Ale Ebda'a Training Center

Branch Manager & Computer Programmer

Work History

➤ Jun 2000 to 2005 (Egypt)

Computer Training Center Of :-

- Arab Contractors Company
- Caritas Egypt (UN)
- Ministry Of Foreign Trade of Egypt

Freelance Computer Trainer

➤ From 1997 to 2000 (Egypt)

- Dynamic Company for Securities
- Grantee Company for Securities
- Pioneers Company for Securities
- El-Madena Company for Securities
- Trust Company for Securities
 - Preparing " Bookkeeping Commissions Program "*
 - Preparing " Bookkeeping Balances Program "*
- El-Masry Engineering Company for Car Spare Parts
 - Preparing "Accounts and Warehouses Management Program"*

Freelance Computer Programmer

➤ From 1996 to 1997 (Egypt)

Nabil Azmi - Public Accounting Chartered Accountant Office

Accounting Programs Trainer & Programmer

➤ Feb 1993 to 1996 (KSA - Dammam)

AL - Khelaiwi Group

Accountant

➤ Jan 1992 to 1993 (Egypt)

The Egyptian Union of Construction & Building's Contractors *Preparing " Construction & Building Contractors Program "*

Accountant & Computer Programmer

➤ Jun 1991 to Nov 1991 (Egypt)

AL-Manal School *Preparing " Student Affairs Program "*

Freelance Computer Programmer

Skills

- Software Development
- Microsoft Office Excellent User
- Graphics Software User
- ODOO User
- Administrative & Communication Skills

Education

- **Bachelor of Commerce** : Accounting , 1990
Ain Shams University - Egypt
- **Computer Science & Programming Certificate**: 1988
The American University in Cairo - Egypt
- **VB6 Programming Certificate** : 2002
YAT Education Center in Cairo - Egypt
- **PMI Certificate** : 2013
Chamber of Commerce Training Center – KSA

Language

Arabic : Native Language
English : Good

Personal Information

Date Of Birth : 30-06-1968
Nationality : Egyptian
Marital Status : Married with 2 children's
Mobile No. : +966-557757651
Personal Email : fttc1@yahoo.com
Youtube Channel : https://www.youtube.com/channel/UC-7gpln-c_PddFzbdMcqtQ