

Mohammed Sami Mohammed Emam

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PERSONAL INFORMATION

- **Date of birth** : 21/01/1991
- **Nationality** : Egyptian
- **Religion** : Muslim
- **Marital Status** : Married
- **Iqama status** : Transferable
- **Driving License** : Yes

OBJECTIVE

I seek a challenging career, where I can innovate and show my real capabilities and potential. Also, apply to develop my technical and interpersonal skills.

I possess the ability to analyze numbers quickly and learn fast, basing judgments on facts, also I have the ability to think 'outside the box' that help me identify the implications of any issue.

With the help of Good communication skills, oral and written, and the ability to adapt to a challenging environment, understanding and use of technical expertise to contribute to the success of the business.

EDUCATION

09 / 2009 – 05 / 2013

HELWAN UNIVERSITY – FACALITY OF COMMERCE

Bachelor's degree – Accounting Department.

Grade: good

WORK HISTORY

03/2019 – Till Present **MERCO- Polyethylene Factory**
Chief Accountant



02 / 2016 – 03/2019 **Al Osais Industrial & Structural Supply Co.**
Senior Accountant



02/2015 - 12/2015 **Egyptian Company for Tourism Projects AMERICANA**
General Accountant



06/2012 - 12/2014 **Accountant in commercial office (ADEL HASSAN OFFICE)**
General Accountant

Roles & Responsibilities.

- Handle full financial operations and cost accounting roles such as Account Receivable, Account Payable, General Ledger, Fixed Assets, budgeting, etc.
- Prepare and submit Zakat / tax returns & VAT reports to General Authority of Zakat & Tax.
- Overseeing the preparation of employee salaries (Payroll) and ensure that these tables are properly prepared.
- Supervising the preparation of bank statements reconciliation, and resolving discrepancies.
- Review & Post all payment vouchers & journal entries after checking all supporting documents.
- Preparing monthly closing financial reports at the end of each time period.
- Ensure all transactions are accounted including documentation (invoices, supporting documentation).
- Managing fixed assets and recording its transactions.
- Responsible for collecting the outstanding balances which is due to our company.
- Prepare manual receivable invoices & LC invoice and making sure that they conform to the terms of letter of credit.
- Contributing to inventory procedures and reporting any discrepancies between what's available and what is recorded.
- Responsible for checking & Review petty cash expenses.
- Supporting Audits for preparing Financial Statements.
- Work consultatively with the respective departments on cost reduction and increase profitability reduction and increase profitability.
- Provide top management with the financial & cost Reports to make the managerial decisions.

RAINING COURSES

- Diploma in electronic accounting, including using Excel & the principles of the Oracle program from Egyptian academy of accounting.
- A Course in bookkeeping, cost accounting and accounting of contracting companies.
- I have a certificate of development in human (communication skills) from ATSCO Foundation.
- Holds the Egyptian Stock Exchange and the International Stock Exchange from the LIBON Center for paper currency approved by Helwan University.
- Diploma in Marketing and Sales from Helwan University.
- Course in Marketing and Sales from university of York Canadian approved

Computer Skills

- Working with Accounting Programs like, Microsoft Dynamics AX
- Excellent knowledge of Microsoft Applications (Word, Excel, PowerPoint, Access, Outlook and Graphic programs, etc...). Including hard/soft wares.



SKILLS

- Numeracy skills.
- Problem solving skills.
- Written and verbal communication skills.
- Self-motivation and ability to take the initiative.
- Ability to work well under pressure.
- Good organization, with attention to detail.
- Teamwork skills (worked well as part of a team in previous work).
- Quick learner, keen to learn and improve skills.
- Meeting deadlines and time management.

LANGUAGES

- Native speaker of Arabic.
- Fluent in English (Reading – Writing – Conversation).

FAVORITE IDENTITIES

- Football.
- Chess.
- Reading Stories.

References and certificates will be furnished upon request.