



SAMEH HASSAN MOSTAFA

PROFILE

A present financial director who is eager to enrich my work experience with working at a new work environment.

I am highly interested in the opportunity of working as a part of your highly respectable organization at a position that is relevant to my experience and educational background.

I am an ambitious worker who keeps developing my potential and skills.

I can work under stress and meet deadlines successfully.

I am loyal to my workplace, and I always try to do my best for it. Therefore, business owners try hard to keep me for longer times.

I am willing to learn and usually have friendly manners with co-workers.

CONTACT

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EDUCATION

Ain Shams University

1996 - 2000
Bachelor of Commerce
Accounting Division

WORK EXPERIENCE

An Accountant - Cleopatra Medical Supply – Cairo – Egypt.

2001–2006

- Managing business financial accounts (Traditional Bookkeeping).
- Calculating expenses of business imports.
- Following data entry procedure and preparing balance sheets.

Chief Accountant - Cleopatra Medical Supply – Cairo – Egypt.

2006–2010

- Responsible for all data entry and balance sheets.
- Responsible for all financial reports, business performance evaluation and providing consultation to owners.
- Following sales rates, planning annual targets, and brainstorming ideas to achieve them.
- Preparing Official Tax reports.
- Handling annual tax governmental examination.

Chief Accountant – Dammam Private Medical Complex No. 2 Dammam - KSA

2010–2018

- Checking and following daily revenues data entry and documentation.
- Checking data entry operation and examining evidence on daily basis.
- Dealing with insurance companies issues and inquiries monthly.
- Managing petty cash.
- Supervising pharma stock and following invoices, vouchers, and bills.
- Managing workers' salaries.
- Preparing TXT files.
- Annual pharma stock taking.
- Annual balance sheets.

Financial Director – Dammam Private Medical Complex Dammam - KSA

2018 – present

- Fully managing insurance companies' transactions and contracts.
- Fully managing monthly salaries.
- Managing work force punctuality.
- Following workers' visas and their effect on monthly payments.
- Managing suppliers' accounts.
- Managing liabilities whether on monthly or daily basis.
- Following monthly revenues and checking balance sheets whether monthly or annually.
- Managing purchasing operations and evaluating suppliers and taking plans and decisions concerning them.
- Managing pharma and medical stocks.
- Managing value added tax transactions on monthly basis.
- Reporting monthly revenues to managers.
- Following and analyzing liabilities.
- Following e-documentation of workers' contracts.
- Planning expansion projects aiming at increasing revenues.

SKILLS & PROFESSION DUTIES

- Managing accounting system of the business from A to Z.
 - Preparing and checking balance sheets and analyzing them
 - Preparing reports and concerning business revenues and conducting them.
 - Checking expenses and liabilities regularly and reporting shareholders about them on regular basis.
 - Planning and directing the performance of all the business departments.
 - Managing all the bookkeeping and transactions data entry regularly.
 - Consulting shareholders and providing advice, related to new investments to be scheduled according to the financial data, gathered beforehand.
 - Planning future financial policies.
 - Contacting and holding meetings with business divisions leaders for discussing future goals and the best way to achieve them.
 - Analyzing financial data and using the information to compare the current performance of the business with rivals.
 - Following the legal documentation of all the financial correspondence and data.
 - Developing financial reporting system and provide skimmed regular reports to managers and shareholders (if required)
 - Brainstorming ideas to reduce expenses.
 - Analyzing the market performance to discover new investments and to increase revenues.
 - Languages: Native speaker of Arabic and having a very good command of English.
 - Tech.
 - An excellent user of MS apps. and internet relevant apps.
 - Excellent typing skill.
 - Excel sheets creator.
 - A skillful analyzer of huge data to produce summarized as well as detailed reports.
 - The ability to make presentations, charts, and graphs to help bosses taking suitable decision.
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ACHIEVEMENTS

Cairo - Egypt

- ✓ I managed to build a database for my first work in Cairo to change all the financial work procedure from manual into electronic way.
- ✓ I changed all the business printouts even the company's logo which I designed myself, and it is still the official logo till now.
- ✓ I had a good time studying market rivals and I could persuade owners to import a new item which resulted in great benefits.
- ✓ Due to my legal knowledge, I could discover a fraud with a specific financial tender. I had managed all the official regulations which led to change the tender contracts and contracting the office for one extra year.
- ✓ I could manage all the tax files related to the tax laws, passed in 2005. Although it was great challenge, I could manage the task successfully and with no mistakes at all.

Dammam – KSA

- ✓ I managed to transform all the data entry operations starting from collecting transactions evidence to the worksheets into e-system.
- ✓ I succeeded in creating new bookkeeping system inside the workplace. This resulted in conducting all the pharma stock and all the financial transactions smoothly and accurately within one month from my work start.
- ✓ I designed new excel sheets to deal with insurance companies and they were all approved and authorized by managers and so far, they are official.
- ✓ I transformed salary systems from manual to e-system within only one month.
- ✓ According to the study I made about the market rivals, the managers were reported to the importance of raising the fees of some services provided by the medical division. That was approved and resulted in doubling the annual revenues keeping the same service quality standard.
- ✓ Having a good experience in tax files and its laws, I managed to deal with the new tax laws, passed in 2018 in KSA.
- ✓ All the steps and decision taken by me were highly appreciated by owners, managers, and insurance companies plus the governmental officials,
- ✓ I was promoted to the position of a financial director as the previous director resigned so suddenly. Although there was a great shortage of time, I could handle all the new tasks within ten days only.
- ✓ I examined all the salary sheets for all the workers not just the branch I used to work at.
- ✓ I finalized all suppliers' liabilities.
- ✓ I handled all the delayed issues with insurance companies.
- ✓ All the new tasks were handled successfully and with no mistakes ever.
- ✓ Within a few months I could change all the financial operations into e-system instead of manual.
- ✓ I suggested buying fingerprint devices to conduct workers'' attendance and punctuality. I created all the needed processing files which were used as an official reference for counting monthly salaries.
- ✓ I succeed in having a new deal with pharma suppliers that resulted in having more than 300,000 SR extra revenues so far.