

CURRICULUM VITAE

Personal data.



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* QUALIFICATIONS.

- B.Sc. in Commerce - Accounting Department from Menoufia University 2004

*EXPERIENCE

* Al Khafji Civil and Construction Company. KSA May, 2008 – to July 2017.

Senior Accountant - Chief Accountant:

The company's field of work: government contracting (infrastructure projects, sewage projects, rain drainage projects and construction projects)

1. a monitor all financial data and prepare accurate statements for company.
2. responsibilities include budgeting, managing tax payments and performing internal audits. act as a consultant for, conducting cost and revenues analyses.

Responsibilities: -

- Gather and monitor financial data (e.g. sales revenues and liabilities)
- Prepare monthly, quarterly and annual statements (balance sheets and income statements)
- Forecast costs and revenues

- Manage tax payments
- Organize internal audits
- Prepare budgets (for the entire company and by department)
- Monitor and report on accounting discrepancies
- Conduct detailed risk analyses to assess potential investments
- Analyze financial trends
- Perform month-end and year-end close processes

***Khaled Al-Qanas Group for Trade and Transforming Industries. KSA**

From August 2017 to June 2021.

Chief Accountant:

The field of the group is the transformational industries of paper napkins - and the manufacturing industries of plastic (bags, tablecloths, garbage bags and others) and trade in the sale of consumables.

3. Manage the broad spectrum of the role of accounting and financial costs, for example. Accounts Receivable, accounts Payable, general accounting, forecast, budget, etc
4. Responsible for financial transactions and daily accounts.
5. Perform a complete set of account and guarantee timely closure of accounts.
6. Perform forecasts on project costs / budget, cost monitoring, track and controls.
7. Responsible for the consolidated financial statements, payments, cash flow management reports.
8. Review and approve payment vouchers and newspaper entries.
9. Develop and maintain internal control and effective accounting system and configuration policies.
10. Support Finance Administrator to ensure that the costs of costs between companies are in line with administration agreements and transfer of political prices
11. consultant with the respective departments on cost reduction initiatives

Responsibilities: -

- Ensure good book keeping for the company and its subsidiaries
- Maintains accounting controls by preparing and recommending policies and procedures

- Receive all cash collectables from sales representatives on daily/weekly basis.
- Issue all required sales daily, weekly and monthly reports.
- Issue all monthly financial reports for the group on time and with high level of accuracy.
- Produce all financial reports as required by the group management.
- Provide monthly report highlights for the two businesses.
- Provide bi-weekly inventory report for each WH and for each sales rep.
- Actual inventory check on monthly basis.
- Calculate Zakat and prepare all proper documents for the two businesses on annual basis.
- Over-look sales team collectables and receivables and good standing and control

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*** North Emdad Contracting Company. KSA**

From July 2021 until now.

Chief Accountant:

Company field: Aramco contracting, government contracting and electromechanical contracting for hotels, restaurants, cafes and markets

- Responsible for accounting and integration across entities; accurate and timely reporting to the Board of Directors
- Implement and maintain an internal control environment focused on establishing and maintaining formal accounting policies, practices, and procedures to ensure compliance with accounting standards
- Provide relevant reporting and analysis of existing business and new opportunities including analysis of

- current returns on capital, risk levels, setting target returns, strategic analysis etc.
- Provide general strategic advice and management in relation to existing businesses and new opportunities.
 - Accurate and timely reporting of all risk issues to the Board of Directors with proposed risk mitigation and management strategies
 - Collaborate with CEO and board to execute the financial plan. Report quarterly to the Board of Directors on performance against KPIs
 - Oversee treasury, monitor cash balances, and forecasting. Devise and implement a strategy to best manage cash and liquid assets
 - Responsible for completing a successful annual audit and leading relationships with independent auditors
 - Oversee the company's tax strategy; ensure the business is managed in a tax efficient manner with seamless execution

Proficiency in Computer.

- Proficiency in Microsoft Office programs
- working on various accounting programs (ERP)

Languages.

- **Arabic:** Mother language.
- **English:** Good skill.

Other tasks:

- Preparing the financial part of the feasibility studies.
- Cost analysis for product pricing and promotions
- Cooperation with other entities to obtain financing (providing and processing the required financial data)
- Preparing and providing accounting systems for some companies
- The ability to analyze financial data for the decision maker

- **Note:** All documents will be furnished upon request.