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# Personal Data

Date of Birth: 01-10-1978 Marital Status: Married

# Education

Bsc. of Commerce Accounting Section. 2000 Faculty of Commerce, Zagazig University.

# High Graduate Studies

# **P**rofessional **P**rofile

Has 21 years practical experience in diverse areas of Accounting and Finance. Experience including all Accounting operations, annual financial and balance sheet analysis.

Hold a creative problem solver that utilizes solid analytical skills, the latest problem techniques, and teamwork. Possesses advanced computer skills including training and testing.

## **Computer Skills:**

- ICDL Certified European Computer Driving License Foundation.
- Work on deferent accounts programs (Experience in using ERP ORACLE E-Business.

Suite).

- Professional computer user on deferent Operating Systems and Office programs.
- High skills in correspondences.
- Very good command of Networks. Language Skills:
- Mother language: Arabic.
- Excellent in both written and spoken English.

## Accounting courses:

Successfully completed an Education Entrepreneur Program " Startup Master class", Dubai.

 Accountancy Cycle Course (Mohamed Abdul Khalek Ahmed - Certified Public Accountant).

## Work Skills:

Experience in the following accounting fields :

- **General Accounting** Well versed in GAAP issues including Revenue Recognition. Solid experience in A.P, Assets, A.R., Credit Management, Cash Management, Payroll and Inventory.
- **Management/Team Work** Adept at assembling and maintaining quality work constituents utilizing and problem solving techniques to solve complex issues.
- **Computer Skills** Savvy in writing, developing, and teaching software applications including testing the accounting systems and Microsoft office programs.
- **Audit and Reporting -** Dealing with the auditors to produce quarterly and annually financial statements.
- **Programs** Setup the accounting cycle on for many programs (<u>Oracle</u>, <u>SIS Edu ware</u> <u>and others</u>).

# ACHIEVEMENTS

In my entire career the companies I worked at, I have my influencing & accomplishments by:

- Creating and editing Accounting and Costing system
- Setting Financial Policies and Procedures
- Preparing Budgets and doing Variance analysis
- Build and maintain Financial Models
- Managing Cash balances and Controlling Cash Flow
- Implementing the Payroll Law and Creating Payroll Equations.
- Implementing Financial software.
- Supervise and train financial team.

## **PROFESSIONAL HIGHLIGHTS**

Jan 2021-Present

**Financial Manager** 

#### DANAT AL MUHANNAD MEDICAL SERVIECES Co. L.T.D. REYADAT AL DHAHRAN MEDICAL COMPLEX in Eastern Province- KSA

- Set financial policies and procedures.
- Maintain financial programs.
- Lead, managing, Monitoring and auditing all financial and accounting transactions.
- Issue and apply VAT reports.
- Deal, Manage and validate Receivables .
- Handle Account Payable file and negotiating with suppliers.
- Deal, Manage and validate Insurance Contracts.
- Monitor and Manage the Inventory to be sure of polices are done as requires.
- Keep Management in touch with financial status.
- Present the data and financial statements analyzing to the management.
- Direct and oversee treasury, budgeting, audit accounting, and insurance activities for the financial region.
- Monitor and oversee all annual financial reports to present to executive management.

### April.2007-August 2020 Chief Accountant – Financial Manager Assistant

#### Saad Group. in Eastern Province- KSA

- Lead and control the accounting team: Accountants, Sales and Collection, Inventory, Purchases
- ,Treasury and Payroll.
- Lead and manage financial reporting process, as well as direct the timely and accurate preparation of profit and loss account, balance sheet and special management reports, providing financial analysis and recommendations for management decisions.
- Manage relationships with intra Group and external control auditors.
- Direct and oversee all the financial activities of the region including preparation of current financial reports.
- Direct and oversee treasury, budgeting, audit accounting, and insurance activities for the financial region.
- Implementing Oracle software with the Oracle team to setting up the accounting cycle and all
- accounting transactions to insure the correct posting to the GL and preparing the required reports.
- Preparing the monthly payroll report .
- Set up the accounting system, policies and procedures.
- Keep Management in touch with financial status.
- Coordinate between external audits and relationship with Audit firms.
- Preparing comparisons between budgeted and actual for cost categories report.
- Negotiating and finalizing financial agreements with the suppliers, clients & others.
- Follow up, review and approve transactions recording.
- Presenting monthly, up to date and annual reports to the top management as following:
  - Monthly preparing T/B and F/S for the company.
  - Monthly preparing journal entries of (cash & bank, purchases, sales).
  - Monthly posting the entries prepared into the ledger.
  - Monthly preparing bank reconciliation.
- Managing balances of bank & petty cash.
- Monthly preparing reconciliation between affiliates companies.

#### October 2005 – February 2007 Senior Accountant

#### (National Gas for Natural Gas Distribution In East Delta) - Egypt

- Setting up the accounting system, policies and procedures.
- Audit & control all Accounts activities.
- Preparing the monthly reports.
- Following with Sales department for collection.
- Follow up, review and approve transactions recording
- Monthly preparing journal entries of (cash & bank, purchases, sales)
- Presenting monthly, up to date and annual reports to the top management as following :
  - Monthly preparing T/B and F/S for the company.
  - Monthly preparing journal entries of (cash & bank, purchases, sales)
  - Monthly posting the entries prepared into the ledger
  - Monthly preparing bank reconciliation
- Preparing the monthly payroll report .

#### April 2004 -October 2005

#### **Senior Accountant**

### (Masria Group For Computer And Technology) - Egypt

- Control & audit all Accounts Transactions. Preparing the monthly statements.
- Preparing the Balance sheet and the final accounts.
- Monitoring the warehouse.
- Preparing the bank reconciliation.

### January 2001-April 2004

#### Accountant

Al Dar Co. (S.A.E) - Egypt

- Monthly preparing T/B and F/S for the company.
- Monthly preparing journal entries of (cash & bank, purchases, sales) .
- Monthly posting the entries prepared into the ledger.
- Monthly preparing bank reconciliation .
- Managing balances of bank & cash on hand .
- Control and audit purchases and preparing the expenses analysis.
- Presenting monthly, up to date and annual reports to the top management