

# CURRICULUM VITAE

**Hatem Mohamed Mustafa**

*Transfer of Sponsorship (Iqama) Available / Profession in Iqama: "Finance Analyst".*




## **Career Objective:**

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A challenging career in Accounting / Finance & Operation where my account management and organizational capability with full dedication will be further enhanced and developed.

## **Summary of Qualifications:**

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- Excellent organizational skills and communications aptitude, with experience in (KSA, Bahrain & Egypt) in the field of Accounting / Finance; well oriented in General Accounting Systems with (SAP / Excellent Excel user, Big data analysis skills).
  - Accurate reporting with 16 years of Multinational (MNC) experience, Conscientious and reliable employee with exemplary initiative and dedication to various assigned jobs. Ability to manage multiple tasks in a pressured environment, with extensive support in Financial Analysis Planning.
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## **Summary of Experience:**

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| "Senior / Chief Accountant"<br>Aug 2020 - Current    | :   | <b>JAL Int. Holding Grp.</b> |
| "Senior / Chief Accountant"<br>Feb. 2010 – Jun 2020  | :  | <b>YOKOGAWA SA.</b>          |
| "Accounting Consultant"<br>Feb. 2004 – Feb. 2010     | :  | <b>General Electric BAH.</b> |
| "Head of Audit / Accountant"<br>Jan. 2000 – Jan 2004 | :  | <b>LORD INT. Free Zone.</b>  |
| "Accounts Assistant"<br>June. 1999 – Jan. 2000       | : <b>M.D.</b>   | <b>M.DEABES Consulting.</b>  |
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## **Details of Experience:**



**Yokogawa S.A. Senior (Chief) Accountant-Regional Finance Division.**

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- Annual Audit Activities: Checking Withholding Tax reports and co-ordinate with auditors.
- Yearend Tax Return Handling. Year-end Audit Assistance overall.
- Improving to the workflow and implementing new systems for the business.

## **CURRICULUM VITAE**

### **Hatem Mohamed Mustafa**

- General Ledger review, providing required clear reconciliations.
  - Accounts Receivables. Management analysis Reporting to Japan HQ Analysis, Projection Reports, Applying / monitoring customers receipts.
  - Being member of AR task force team, leading aging reports analysis monthly AR meetings and support in Middle East and Africa Reporting.
  - Accounts Payables, auditing vendors' payments in addition to SAP records. Represent and contacting respective departments directly for any clarification.
  - Banking Accounts, Direct Cash Flow monthly preparation, Banks Reconciliation, Auditing all processed Bank Transactions Month end adjustments.
  - Check Employees cash and Corporate Cards claims.
  - Checking EMS online System forwarding for required approvals.
  - Fixed Assets Depreciation, Prepaid Expenses, Provisions, reimbursable monthly schedules checking for final reporting. see less
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### **JAL Int. Holding Grp. Senior Accountant ( Section Head ) Finance & Cost Control Division.**

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- Annual Audit Activities: Checking Withholding Tax reports and coordinate with auditors.
- Manage Accounts section team, Supervise and manage the credit & billing functionary for the customers assigned. Following all assignments
- Generation of Ageing report on time and sharing with all related stakeholders using financial ratios for improving the performance.
- Improve / design new tips for SAP records in smooth way supported in expediting the workflow as instructed by the management.
- Provide analysis reports to the top management, Measuring the business KPI's & suggesting required improvements.

# CURRICULUM VITAE

## Hatem Mohamed Mustafa

- Assist Finance Division for preparing cash flow projection.
  - All required monthly Accrual calculations / processing to SAP System & All related Reconciliations with analysis skills.
  - Ensure compliance among my team of process according to company procedures, ISO standards and Saudi law.
  - Assisting Finance Division in achieving the Finance department's objective & goals & smooth / Timely month / year end closing
  - Attend required meetings in effective way in all the Group using my skills in training other team members as per management instructions.
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### **General Electric Bahrain. Accounting Consultant – GBS. Team**

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- Preparation of Month-end reports, accruals, Maintained General and Subsidiary Ledgers. Journal vouchers.
- Conforming balances DT/DF all Intercompany.
- Monthly Bank Reconciliations, supervision of related pending adjustments entries.
- Letters of credit auditing and coordination with Banks
- Coordination with (GE Collection Accounts receivable company) for Account receivables reconciliations.
- Attending Accounts receivable claims meetings with (GE Collection Accounts receivable company) for Africa, India & ME.
- Following up our credit specialists in BAH, KSA, UAE, India, UK and USA.
- Recording in SAP system all of Vendors and Employees monthly payments.
- Managing & Entering in SAP system Cash / Corporate Card Claims, Vendors / employee's monthly payments, Accruals. & Prepaid expenses.

## CURRICULUM VITAE

### Hatem Mohamed Mustafa

- GBS (Global Businesses Services) Cost Allocation for Affiliates.
  - Invoicing / Progress billing to our External customers and Internal GE Companies using IBS (Internal Billing System) tool BAH & KSA.
  - Petty Cash Fund monthly closing weekly auditing our PCF custodian
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### Lord International-Free Zone. Head of the Audit Dept. / Accountant

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Internal Auditing & part of ISO 9001 team. (FIN Section).

Accounts Payable Department supervision.

Provide management with monthly and month-end statistical reports, closing entries, to facilitate effective decision-making.

Banking Accounts Inventory Control Using AS 400 system

Fixed Assets Register and the related Depreciation schedules

Applying ISO instructions part of its implementation.

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### **M.D.** M. DEABES A/C & Consulting. - Accountants Assistant,

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- External auditing training for different companies
  - Performs the planning and implementation of audits to ensure compliance with governmental regulations. Formulates
  - external audit conclusions and issues recommendations to management with regard to audit findings.
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# CURRICULUM VITAE

**Hatem Mohamed Mustafa**

## ***Training Attended & Advanced Studies:***

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-Being Member of IMA, Finalize professional course + Full Studying CMA Part II (2015), knowledge with all analytical & practical according to my position.

-Modern Accounting certificate from American University in Cairo co-operation with Arab Academy for science & Technology (Final Grad "A").

-Supply Chain Management certification from the PSDB European M. Commercial International Bank Professional Course in L/C's. & L/G's.

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## ***Personal Data:***

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Nationality	: Egyptian.
Education	: IMA, Finalize professional course + Full Studying in CMA P2 Modern Accounting American University of Cairo 2001 BSC of Commerce Accounting Dept. Alexandria University.1999
Languages	: Excellent & fluent in English & Arabic.
Computer Skills	: Professional in Microsoft office (Excellent in Excel) & Experience of Financial Systems AS 400, Tally 600,MSGP.& SAP ERP-P31
Training Skills	: Excellent Skills to train the new team in GE GMP is & in Yokogawa to the graduate program for Accounting Sys.
Sports	: Professional swimmer for very long distances & Running being member of Marathon's relay
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