**Gulfjobseeker.com CV No:** **76860**

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Nationality : Egyptian

Date of Birth: April 25, 1976

Talented, self-motivated and dedicated **Finance** **Accountant** with about 7 years of proven experience in corporate accounting and management. Skilled at full accounting cycle, business processes, reducing and controlling expenses. Always looking forward to new challenges where I can add value by leveraging my professional accounting and experience.

In addition I believe that life is full of challenges, and new ones enable the ambitious people to gain new things, and at the same time to add their experiences and backgrounds in the work place.

**PERSONAL INFORMATION**

* Marital status : Married .
* Nationality : Egyptian .
* Date of Birth : April 25,1976 .
* U.A.E Address : Abu Dhabi – U.A.E .
* Job Applied for : Senior Accountant .

**EDUCATION**

**Bachelor Of English Commerce**.

**Major :** English Accounting .

* Faculty of English Commerce , Tanta University , Egypt.
* Year of Graduation : 1999 .
* Last Graduation Year Grade : Very Good .
* Final Cumulative Grade : " **Good** ".

# All my textbooks as well as courses were in American Commercial English Language.

**AREAS OF EXPERTISE**

**Financial Analysis & Reporting • Profit and Loss reporting• Full Accounting Cycle• Budgeting • Financial Planning • Reconciliations • General Ledger • ERP Systems• Cost Control • Excellent Analytical Skills • Planning and execution of the plans • Good Interpersonal Skills**

**PROFESSIONAL EXPERIENCE**

*Industry Experience (Trading - Transportation – Recruitment- IT- Medical - Furniture-Storages Systems)*

**Arabian Company group,Abu Dhabi, UAE**

 *Arabian Company- as a mother company specialised in Office and Household Furniture and Décor- has Three Branches in Dubai,Sharjah,and AL-Ain As well as about 40 sister companies in different activities(Medical Centre,Real Estates,StorageSystems,Human Resources .*

**Senior Accountant** Feb2008– Still continuing

* Prepared and reviewed monthly reporting packages, including but not limited to, P&L analysis, balance sheet analysis, month end financials, year-end reporting.
* Maintain necessary reporting to the banks and backup system reports.
* Maintain the company bank balance and remain cognizant of outstanding checks.
* Approve invoices to be paid.
* Read and review any documentation that is attached to checks for approval and accuracy sake.
* Make sure all financial statements and tables are correct and precise.
* Make sure that the owner of the company receives the company bank statement unopened.
* Reconcile all bank statements and monthly financial reports.
* Prepare monthly sales.
* Help Prepare projections annually and update monthly with actual figures.
* Coordinate with the auditors and be prepared to surrender documentation if called upon.
* Maintain the renewals on company insurance.
* Help in tendering by preparing commercial proposals.
* Checking and approve Monthly Salaries transfers through the new WPS System.
* Control the expenses of the company compared with our proposals calculation and the budget for every project.
* Follow up on the Receivables and make sure about the company Capability to cover it’s Obligations.

*Selected Accomplishments:*

* **Played a role in closing the company deals from the financial wise .**
* **Make the balance between the company resources and gaining the maximum return on the owner’s investment.**

**EMPLOYMENT**

**Current United Arab Emirates(U.A.E) Employment :**

* Have been working at present as a Senior Accountant for about seven years and in Arabian Company L.L.C. (Holding Company) and its Sister Companies in Abu Dhabi starting from 27/2/2008.
* Working before as an accountant in Guardian General Transport Company located in Dubai .

**Past Egyptian Employment :**

* Worked about 7 yrs in MAGIC FIBER COMPANY located in Egypt as an Accountant starting from 2001 till October 2007 .

**RELEVANT EXPERIENCE**

* Arabian Company in Abu Dhabi - as a mother company- specialised in Office and Household Furniture and Décor- has Three Branches in Dubai,Sharjah,and AL-Ain As well as about 40 sister companies in different activities(Medical Centre,RealEstates,StorageSystems,Human Resources,Petrol,ITCompany,Designs,Projects etc….)
* I have been working at the main corporate financial administration where we control and handle all companies and branches accounts. We have been mainly using EZWare Accounting Program and other subsidiary program of QuickBooks, My tasks and responsibilities have been including :
* Holding complete accounts up to finalization of about SIX of our sister companies ( Absons IT which specialises in Computer Hardware and Software and network installation , Arabian Company for Household Furniture which specialises in household and office Furniture, Bradi Curtains Factory which specialises in manufacturing and trading in different types of curtains ,Storage Company which specializes in supplying modern storages systems , Oil and Gas Company which specializes in petrol supplies ,and Kawader Human Resources Consultancy (Recruitment Company) and other different companies … etc ) in addition to liaison with auditors and prepare audit work for Audit Team .
* Past experience in working at Specialized Accounting Bureau for about one year from 1999 to 2001 in Egypt .
* I got a Quality Management System Certification Course called: ISO 9001:2000 Requirements in 2007 .
* Got the TOEFL® Test Certificate from the America Amideast in Egypt in 2007 .
* Studying Part One of **Certified Management Accountant (CMA)** in Zabeel Institute located in Abu Dhabi .

**OTHER EXPERIENCE**

1. Maintaining , holding , and accounting for supplier accounts and purchases in our Mother Company Corporate Financial Aministration .
2. Maintaining , holding , and accounting for all companies insurances (Health Insurance ,Vehicle , Marine , and Property ).
3. Handling overall payroll process of Arabian Company(Holding) together with all group companies employees in other sister companies .
4. Holding and accounting for employees working loans and petty cash for all group companies employees .
5. Accounting for customers accounts and making sales transations .
6. Preparing monthly confidential sales reports for presentation to management.
7. Handling and accounting for complete Banks reconciliations for Arabian Company and sister companies .
8. Making the Balance Sheets besides necessary financial statements of pre-mentioned sister companies at year end .
9. Handling procedures and accounting for Letter of Credits(documentary credits),Orders and Guarantees opened by Arabian Company as well as sister companies .

**LANGUAGES**

* Arabic : Fluent ( Mother Tongue) .
* English : Very Good in both speaking & writing .

 Got the TOEFL® Test Certificate successfully from the America Amideast in Egypt .

 **E- Accounting**

* QuickBooks Accounting Program
* Peachtree Accounting Program.
* Excel, Word ,, Power point

**ERP Systems:**

* EZ business ERP system.

**Certificates**

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| --- |
| * ICDL COURSES.
* ERP System Program
* Basic Concepts of Information Technology.
* Using the Computer and Managing Files.
* Microsoft word.
* Microsoft Excel.
* Microsoft PowerPoint.
* Microsoft & Communication.
* Peachtree Accounting Program.
* QuickBooks Accounting Program.

**INTERNSHIPS AND COURSES*** Got the TOEFL® Test Certificate from the America Amideast in Egypt in 2007.
* I got a Quality Management System Certification Course ISO 9001:2000 Requirements in 2007 .
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**PERSONAL SKILLS**

* Highly flexible and able to work under pressure to

 meet tight deadlines.

* Leadership skills , Hardworking Employee .

 - Strong communications skills.

 - Able to work in teamwork