**AHMED**

[**AHMED.149152@2freemail.com**](mailto:AHMED.149152@2freemail.com) ****

**CAREER OBJECTIVE**

To be able to accomplish a responsible position like **Chief accountant** in an organizationwhere my skills, capabilities, experience and accomplishment will allow myself for the opportunity related with career expertise and also to be able to exceed to the high standard of professionalism & quality service for the organization I may be associated with.

**PROFILE**

* U.A.E experienced and result driven Finance & Accounts Professional with track record of **over** **8 years** work experience gained within various Contracting Companies in **UAE**
* Served in highly responsible positions as Finance Manager, Accounts Manager, during the career.
* **Professional** computer skills & high level of proficiency in Finance & Accounting customized software’s.
* Gained knowledge & skills in Finance and Accounts including Treasury Management, Payroll Administration, Bank Settlement, Receivables & Payables, and Petty Cash & General Administration.
* A seasoned professional who is a fast learner, adaptable in any assigned task, and expert in prioritizing duties.
* Dedicated team leader with excellent analytical, problem solving, organizational, supervision, coordination and time management skills.
* A hard worker who can work under extreme pressure & meet deadline without sacrificing quality.

**PROFESSIONAL SKILLS**

* Overall management of financial accounting works of the organization.
* Long experience in banks in the United Arab Emirates in finance and relationships
* Spearhead team of Finance & Accounts staff and prepare, review and analyze monthly and annual computerized financial statements and audits.
* Take part in drawing up group financial policies and procedures; resource planning, foreign exchange management, fund flow handling and risk checking.
* Analyze business operations, trends, costs, revenues, financial commitments, and obligations, to project future revenues and expenses or to provide advice.
* Enforce strict control on financial records to ensure adherence with international accounting standards.
* Develop project appraisals to identify long-term financial borrowings from financial institutions and banks.
* Watch cash flow. Liaise with banks, financial institutions; preserve rapport with same.
* Take care of accounts receivable follow up, prepare cash flow statements, customer-vendor settlement statements. Create reports and report to management.
* Liaised with external auditors for annual audits to ensure timely submission of reports.
* Develop, preserve, and analyze budgets, review periodic reports that compare budgeted costs to actual costs. Arrange working capital and finance needs with Banks.

**CAREER PROFILE**

**Chief Accountant M/s. AL SARH CONTRACTING L.L.C**.**, DUBAI, UAE** **(Feb 2009 up to date)**

**2009 - 2011 General Accountant**

**2011 - 2013 Ledger Accountant**

**2013 - 2014 Senior Accountant**

**2014 – Present Chief Accountant**

* Oversees budgeting, accounting, payables, auditing, payroll, receivables, cash flow, benefit management, insurance program and investing functions
* Directs and establishes overall policy on the Authority’s operational and administrative policies and procedures
* Supervises subordinate department heads and managerial staff
* Supervision of a small in-house finance staff and outside contracted accounting services
* Develops annual Authority budget and monitors and reports budget performance Metro
* Lead responsibility for developing a financial plan that will support an

expedited project construction schedule and enhances the Authority’s financial position

* Ensures compliance with all funding requirements of local funding agencies
* Manages a grant billing system that achieves timely reimbursement of expenses
* Heading the Finance Department, by supervising accounts department staff; review and approve day to day transactions.
* Review and approve Banking transactions; LG’s, LC’s, Transfers and Monthly Bank Statements.
* Manage organizational cash flow and forecasting.
* Review and follow up terms and conditions of accounts payables and account receivables contracts; payment terms, collections and performance.
* Analyze and present financial reports in an accurate and timely manner as per Group Finance deadlines.
* Coordinate and lead the monthly and annual audit process, liaise with internal, external auditors and group finance committee in order to issue the approved Financial Statements.
* Prepare and lead annual budgeting process in conjunction with Operation, Technical and Human Resources departments, interpreting Budget assumptions to the BOD to get it approved.
* Responsible for preparation and oversight of business financial statements, forecasting, capital and operational budgets and data analysis.
* Prepare consolidated annual budget, along with monthly and quarterly budget reviews for the company. Responsible for financial reporting and financial presentations to the management and external stakeholders.
* Manage working capital for the company by analyzing cash flow, cost controls, and expenses to guide business management.
* Interact with other managers to provide consultative support to planning initiatives through financial and management information analyses, reports, and recommendations.

**Senior Accountant, M/s. Worod Construction Company \_** **Alexandra, Egypt**

**(Sep 2007 to Jan 2009)**

* Planning & Economic statistic for finance situations
* Being in-charge of finance department, I am responsible for all finance & accounts matters of both subsidiaries;
* Responsible for the review financial statements & internal reporting requirements;
* Development of internal control systems for assurance of smooth running of Accounting and Financing operation.
* Coordination with other departments to ensure and in time flow of information.
* Dealing with banks for the arrangement of financing Facilities, Guarantees, Foreign Exchange trades through Futures and Options, short and long term deposits, Letter of Credits and other Facilities.
* Conducting Departmental Meetings for review of Monthly Financial health (including Status of Payables, Receivables, and Project Health, Financing requirements, Future projections and other aspects.
* Providing required inputs for Bids to Proposal / Business Development Department
* Preparing and Monitoring payment plans to ensure timely payments to suppliers and recoveries from Clients.
* Ensuring Reporting and book keeping as per IFRS and Company policies.
* Monitoring of cost against budgets and issuing variance reports with justifications and suggestions for improvements.
* Analysis and evaluation of monthly, quarterly and annual financial data.
* Preparation of Company diagnostic reports and Management Reports.
* Preparation / providing inputs for Budgets, Budget Revisions and Forecast Cash Flow of Projects in Hand and Future Projects.
* Monitoring Fixed Assets Management System in coordination with Commercial Department (In-charge Assets Management)
* Coordination with Planning and Cost Control departments for preparation of latest Forecast of Projects, estimation of Monthly accruals, Project Close out reports and other assignments.
* Periodical meetings regarding business generation, market trend and target market, with Proposal / Business Development Department

**General Accountant, M/s** **El Kheima Resort & Hotel, Sharm Al Sheik, Egypt.**

**(June 2006 to August 2007)**

* Timely preparation of annual accounts together with the schedules and notes for early completion of statutory audit and also timely preparation of monthly quarterly and half yearly accounts for management
* Preparation & monitoring of Budgets
* Dealing with banks on treasury matters
* Supervision of collection of receivables and managing payables
* Management of cash flows and suggesting management for cost reduction and co-operating other departmental managers for the same
* Review, discuss and take action on any reports concerning my area of responsibility, which are prepared by either the Internal Auditors or External Auditors
* Responsible for overlooking day-to-day activities of Revenue Operations department about payments, receipts and late payments.
* Verifying payments and ensuring compliance with agreed terms and conditions as contract.
* In charge of settlement of all customer accounts receivables and payables for payment.
* Preparing daily banking according to projects and their respective bank accounts.
* Reviewing and approving all custody documents weekly and making follow-ups.
* Checking postdated cheques daily and updating returned cheques in the system.

**ACHIEVEMENTS**

* Performed assigned workload with indefinable enthusiasm, commitment, honesty and dedication and drove towards contributing to continued business growth.
* Displayed skills in surmounting challenges and dealing with leading change.
* Established a reputation for excellence, inspiring confidence and credibility.
* Recognized by peers and subordinates for delivering a sound and balanced financial judgment.

**PROFESSIONAL QUALIFICATIONS**

* Summer 2006 **Bachelor’s Degree in Accountancy**

Assuit University, Egypt

June, 2006

**IT SKILLS**

* Oracle Professional Program
* In-house developed accounting systems
* Possess SAP ECC / FICO / MM / ERP
* Working knowledge of Microsoft office and Internet as a tool for preparation of business reports, spreadsheets, budgets, general correspondence and presentations