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**Skills.**  
**I have27 years of experience in the labor market in several areas of Business-Trade and Agencies and distribution -Industry- Construction-Hospitality and Tourism -medicine- food and beverage-**Logistics industry**-and other activities.**

**Renew financial functions, accounts and audit-Marketing-Sales-management and coordination between different departments  
The development of the financial structure, administrative and development in order to achieve those goals established for the benefit of the amendment action and follow-up administrations  
Results incorrect mistakes and upgraded and work to increase profits and reduce costs and staff position possible.  
Benefiting mostof thework.**

**Achievements and development projects.  
The work of the administrative and financial structure for each of the Integrated Systems Organization-Elhoda pharmacy for medical trading -Noor for hypermarket and wholesale-Gulf Center for Industrial Equipment  
Project optimal use of staff and the development of performance.**

**Personal data.**

**Name: Wael**

[**Wael.163756@2freemail.com**](mailto:Wael.163756@2freemail.com)

**Birth Date: 10/09/1970**

**Military service: finished Marital status: married**

**Studiesand other courses:**

**Bachelor of commerce (Accounting&Audit branch) Tanta University 1993**

**Course in the export license from the Ministry of Industry and Commerce Egyptian.**

**Course in the social security of the General Organization for Social Insurance, Saudi Arabia**

**Computer Skills**:

Windows, Word, Excel, PowerPoint, Internet and financial programs Oracle –Great plans &Double-Clack-Fidelio- Alamen-smaic

**Egyptian Driving License-----Omani Driving License**

**Work history:**

**Director of financial and administrative, development and coordination in**

**Advance branded car in Oman work as finical manager from 29-2-2016 until now**

**1-Integrated Systems Organization for** Contracting-Commercial Agencies andSuppliespublic-solar heatersandsolar energyand acts ofaluminumandiron from3/2014 to 2/2015

**2-At Elhoda pharmacy for medical trading from 1/2014 to 8/214**

3-Gulf**center industrial equipment L.L.C in Omanfrom 9/2011 until 11/2013**

**4- Chief Accountant in Elhodapharmacy for medical trading from 9/2009 until 9/2011**

**5- North sun est. for contracting chief accountant from 7/8/2008 until 1/4/2009 in K.S.A arar**

**6-supervisor audit in RAYA distribution (Nokia agent) In Tanta branch (audit 6 delta branch) from 1/11/2006 until 1/8/2008**

**7- SAMA com (Samsung agent) Raya group supervisor accountant in Munsoura& Tanta from 1/11/2004 until 31/10/2006work in  accounting and taxes  
8- APEX com(Mob nil & L.G Mobil agent) Raya group supervisor accountant in Munsoura& Tanta from 1/1/2002 until 1/11/2004 work in  accounting and taxes**

**9-AbdElazezEldeab for accounting and taxes office Tanta (part time from 6.00p.m to 11.00p.m) work as accountant and audit from 2/2001 until 2008**

**10- El Fatemyah for trading and medical equipment (full time from 8 am to 4 pm) as an accountant in accounting computer system from 20/12/200 until 1/5/2002**

**11- Hyatt regency hotel SharmElshiehk front office supervisor from 1/6/1999 until 1/9/2000 full time work be said working in accounting income as helper**

**12- Leader foods co.(chips lion) potatoes department out let chief accountant from1/1/98 until 1/6/1999 full time work**

**13-PyramisaSharmElshiehk hotel front office shift leader-training night manger from 7/1/1997 until 25/12/1997 beside cost control assent manger**

**14-KuoniGastaldi tours SharmElshiehk work as to leader and management trips for tourism groups (full time from 5/12/1995 to 1/10 /1995)(part time from 3/2/1997 until 25/11/1997) and Ghazala beach hotel as accounting 11/1995 until 1/1997 .**

* **Finance work**
* Maintaining the company's assets - validation and review of financial reports and ensure the veracity of the data.
* Reduce costs for the company and to find effective strategies to increase profits and financial flows.
* Determine credit limits for customers - and develop a program to review all of the documents...

1. Prepare financial statements and reports for clients or company management.
2. Record the amount of money spent and received daily by clients or company management, using computer cash-flow software.
3. Develop and check budgets.
4. Recommend an appropriate tax structure for a client to use the most efficient way of holding tax assets.
5. Ensure compliance with relevant legislation
6. Give advice on a range of financial aspects of a business such as budgets, tax and cash flows.
7. Analyze how well a business is performing financially.
8. Review businesses' accounting procedures.
9. Assist management with strategic planning and human resources (HR).

* **Audit work**

In practical experience in the area of internal audit include the following:   
A - audit all accountant and match them with documents   
B - control of the policy positions by the company   
C - financial reporting and auditing for submission to the external or taxes   
D - Training of auditors to audit work and find solutions to technical accounts

* **Accounting work**

Experience in accounting   
A - proficiency working on computer accounting system (Fidelio Hotel reception and accounting system & Dibble click& Great planes& Oracle & samic )  
proficiency in dealing with everyday America and the auditing and balance the budget and financial status   
C - proficiency in dealing with the expense of commissioning   
D - proficiency in the preparation of financial reports and taxes   
E - the training of accountants to work in the accounting system

**f-analyzes all accounting reports**

* **Hotel work**

1. front office management - train the trainer - training duty manger training in all hotel department management

**B**- get large information in front office problems in management for hotels and how to pass in it and how to management the night stuff at night shift

**C**- train in night manger work and how to lead night team solve all night problem and get all skills in front office work

**D**-All skills in to leader and management tourist groups and planning trips and get good offer to trips and transpirations.

**E**- Food cost control accountant and receiving

**Cover Letter**

**Dear Sir:**

**Pleasure the progress you for the job referred to in your great company. I believe that my experience and qualifications to help me to extend for the job. I own practical experience in the labor market appeared from 1989 until now and work in a number of companies and various departments of the Arabs and foreigners, and the acquisition of skills., And this is what will shortly CV**

**Has extensive experience in the field of financial and administrative, marketing and sales.**

**It is also familiar with Macs logistics and customs., Hospitality, hotels and tourism**

**And I wish that find in my experience what you would like for the job., And you will find it in the interview**

**I am pleased to extend my great thanks to gave a portion of your valuable time.**

**Introduction**