**First Name of Application CV No 1625292**

Whatsapp Mobile: +971504753686



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| **Objective** |
| Dedicated, talented and self-motivated accounting Graduate seeking a challenging position within which I am able to demonstrate my professionalism and team spirit, whilst also utilizing the skills gained over the past four years in investment field and client handling of major multinational and leading corporate. Ideally looking to make the most of the experiences gained from handling major clients account and at the same time enriches my experience and acquires necessary skills that can support my career and progress to the aspired level within an organization. I enjoy working within high performance teams and I get motivated when challenged |
| **OverView** |
| * Ten years experience in investment field and stock market through financial criteria across different sectors of business. * Develop and maintain company investment strategic planning. * Enhancer of new business ideas and their feasibility to the business * Prepare and maintain company performance, appraisal and evaluation systems and conduct new investment opportunities. * Administer and manage all clients’ needs, fulfilling company commitments |
| **Education** |
| **Bachelor of accounting(BA)** Cairo, Egypt  Suez canal University - Cairo, Egypt: May 2002-2003 |
| **Relevant Experience** |
| Sep 2009 – Sep 2015 Helwan securities & Brokerage Cairo, Egypt  **Managing Director of Cairo branches**   * Direct the activities and productivity of a department or entire organization. * Provide training and guidance. * Delegate duties such as typing, copying, and scanning. * Hire, terminate, and train staff. * Create schedules. * Work with the Assistant Director to sustain and grow programs and service. * Manage administrative functions to ensure smooth and efficient operations of the organization. * Support the organization's strategic alliances and partnership. * Ensure performance goals are met and set. * Fulfill duties delegated by C-suite staff. * Attend and preside over meetings. * Participate in strategic planning. * Represent the organization to the public, key stakeholders and business partner. * Plan and implement the annual calendar of activities including fundraising initiatives, special events and the official administrative acts. * Help create budgets and track expenditures. * Create presentations for meetings.   Nov 2008 Helwan securities & Brokerage Cairo, Egypt  **Branch manager el - zatoun branch**   * Organize and monitor inventory levels to maximize efficiency. * Demonstrate skills, such as contract negotiation and organizational planning. * Assist with the training of employees to ensure a smooth process. Stock managers may schedule employee shifts as well as organize the shipment and reception of products. * Managing storage warehouses or delivering products to retail stores. * in charge of purchasing products, though the selection of inventory items   May 2004 – Dec 2008 Helwan securities & Brokerage Cairo, Egypt  Broker   * Provide full guidance & advice for clients, investors to seize Trading Opportunities in the market. * Perform technical & fundamental research on market issues as Requested. * Coordinate between client objectives & company goals.   Jan 2003 MSA food chain company Cairo, Egypt  Shift supervisor   * Ensuring that no shift is overstaffed. * Completing daily and weekly staffing schedules according to expected business volumes. * Coordinating break and meal periods for staff according to activity levels. * Directing employees through their daily routines. * Providing leadership to a team during a shift. * Recommending capable staff members for promotion and advancement. * Motivating staff to deliver better results. * Planning in detail for each shift. * Monitoring staff performance during a shift and addressing any shortcomings. * Mentoring and training up new employees. * Resolving pay discrepancies. * Writing up shift reports. * Making sure that all staff are properly dressed and enforcing grooming and appearance standards. * Ensuring the correct staffing levels for each shift. * Completing payroll records and ensuring that all staff files are up to date. * Managing the opening and closing of the work premises. * Responsible for all cash management during the shift. * Preparing orders so that they are ready to be shipped out. * Ensuring that quality audits are completed to a high standard. * Being involved in and contributing to team meetings. * Making sure that all staff have the basic skills training needed to perform their jobs.   **Jan 2002 MSA food chain company Cairo, Egypt**  **cashier**   * Enters price changes by referring to price sheets and special sale bulletins. * Discounts purchases by redeeming coupons. * Collects payments by accepting cash, check, or charge payments from customers; making change for cash customers. * Verifies credit acceptance by reviewing and recording driver's license number; operating credit card authorization system. * Balances cash drawer by counting cash at beginning and end of work shift. * Provides pricing information by answering questions. * Maintains checkout operations by following policies and procedures; reporting needed changes. * Maintains safe and clean working environment by complying with procedures, rules, and regulations. * Contributes to team effort by accomplishing related results as need   **March 1998 Sofitel Hotel – le sphenix Giza, Egypt**  **Accountant**   * Prepares asset, liability, and capital account entries by compiling and analyzing account information. * Documents financial transactions by entering account information. * Recommends financial actions by analyzing accounting options. * Summarizes current financial status by collecting information; preparing balance sheet, profit and loss statement, and other reports. * Substantiates financial transactions by auditing documents. * Maintains accounting controls by preparing and recommending policies and procedures. * Guides accounting clerical staff by coordinating activities and answering questions. * Reconciles financial discrepancies by collecting and analyzing account information. * Secures financial information by completing data base backups..   + Coordinate between client objectives & company |
| **Internship** |
| **MSA food chain company Cairo, Egypt**   * Accounting Trainee (Summer 2000 - 2001 ) * Consolidated the financial reports of the company's different locations to produce the necessary financial analysis. * Participated in budget forecasting process * Produced regular reports about performance levels of the suppliers |
| **Skills** |
| Perform technical analysis which is useful for seizing trading opportunities and also do some financial analysis with which investment choices may be taken, doing some economic analysis and reading economic indicators which completes a clear view for taking a good investment action.  **Computer**  Word Processor: WordPerfect, WordPro, MS Word, and MS Work.  Spreadsheet: Excel, and Lotus 1-2-3.  Operating Systems: DOS, Windows (3.x – Vista), and UNIX (Sun & AIX).  **Communications**  Arabic : Mother tongue  English : Good |
| **Interests and activities** |
| Football, play station and reading |
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