|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | ***Mostafa*** | | | | ***(Confidential)*** | |
|  |  |  | | |  |  |
| Name | | : Mostafa | | |  |  |
|  | | |  |
|  | | |  |
| [Mostafa.308836@2freemail.com](mailto:Mostafa.308836@2freemail.com) | | |  |
| ***Dear Ms. / Mr.,*** | | | | |  |  |
| I am writing to express my interest in the post | | | | | of finance that is currently available with your | |
| organization with over 14 years of experience of | | | | | accounting and financial management forecasting | |

and planning, variance analysis and business leadership; I feel your needs and my skills are excellent match;asIhavethefollowingstrength:-

SeniorLevelExecutivewithextensivehands – onexperiencein management,businessleadershipandworking WithBoardofdirectors,withanestablishmentrecordofsuccessin significantlygrowingenterprisevalue;Areas ofExpertisein:-

|  |  |  |
| --- | --- | --- |
| \* | Financial&strategicplanning | \* Businessstartup&expansions |
| \* | Budgetdevelopment&management | \* Workingcapitalmanagement |
| \* | Accounting&costmanagement | \* Policy&procedureincludingworkflow |
| \* | Profitability&CostAnalysis | \* Cashflowmanagement |
| \* | ERPSystem“ Oracle,Navision” | \* TeamBuilding&performanceImprovement |

Initiate,developanddirectadministrativeoperationsprovidingqualitycontrolresponsibleformanagingall Activities,provenabilitytoworkindependentlyaswellasperformateamleader .exercisesahighdegreeof Direction,maturejudgment,advancedknowledgeofpersonalcomputersandassociatedsoftwareapplications, Enjoyingtacklingproblemsandtheabilitytodevelopandmotivateothers. Abilitytocommunicatecomfortablyat alllevelsWorkingenvironmentinmultinationalcompanies:-

|  |  |  |
| --- | --- | --- |
| \* | Constructions | \* Minerals |
| \* | RealEstateManagement | \*Waving&Spinning |
| \* | Technology | \*TransformersIndustrials |
| \* | Investment | \*Agriculture |

Withexperiencein KSA&Egypt

Ienclosedmyresumeforyourreview;Iwouldappreciatetheopportunityto speakwithyouanddemonstrate morefullyhowmyqualificationscanmeetyourneedsandbenefitsyourorganization; Sopleasedon’thesitateto contactmebyphoneoremailaslistedabove.

Thankyousincerelyforyourtimeandconsideration,Ilookforwardtohearingfromyousoon

**Best Regards,**

*Mostafa*

* 1/6

***Mostafa*** ***(Confidential)***



***RÉS UMÉ***

***Mostafa***



* BachelorofCommerce,AccountingMajor,May 2000.
* MemberofIFC(InstituteofFinancialConsultants)No.:14013
* MemberofIMA (Instituteof ManagementandAccountants)No.:8101712
* CertifiedFinancialConsultant(CFC)
* CMA (CertifiedManagementAccountingUndergoing)
* Budgetingcourse(New YorkInstituteofFinance)
* Zakat& Taxcourse(TAGI)
* Budgetcourse(TAGI)
* EnglishLanguageCoursesfromAmericanUniversity &Berlitz

***Permanent Address:***

SaladinSt.

RiyadhCity,

KingdomofSaudiArabia.

***Personal profile:***

A well-organized, reliable, creative and controlling Financial & Administrative with a wealth of experience in the multinational organizations, accustomed to working to tight budgets /schedules in a pressurized environment. Enjoying tackling problems and the ability to develop and motivate others. Ability to communicate comfortably at all levels ensures that good teamwork will always achieveits goals,withsharpcomputerskills andERPsystems(Oracle,Orion,NavisionPackage).

* 2/6

***Mostafa Sabry Ali Khoukha*** ***(Confidential)***



 Career History and Experience: -

**(1)**

**Period: FromAugust2011uptodate Employer:** AlRashidGroup

**Position:** FinancialManager

Al Rashid Group is the largest integrated activity of construction, Gold & Minerals Industries, Real Estate development,Technology&networks,Agriculture,Hotels(Marriott),Portfoliomanagementinworldwide.

**MajorResponsibilities:-**

* Deliveringfinancialreportingpackagesincludingvarianceanalysisandbusinessperformanceresults.
* Evaluating and advising senior management on the impact of long-term financial planning, the introductionofnewprograms/strategiesandcompliancewithregulatoryactions
* Designingandimplementingreportsusing“Oracle’’.
* Formulatingbusinessandfinancestrategies,policies,standardsandcontrolsrelatedtocorporatefinance,

financialriskandcashmanagement.

* Planning,budgeting,forecastingandreportingactualfinancialperformancevs. budget.
* Developing internal management reporting requirements and making reports of resulting profitability analysiswithrecommendationsto seniormanagement.
* Identifyingareasto reducevariableandfixedcosts.
* Cashflowmanagementandoptimizebankcharges.
* Feasibilitystudyfornewbusinessorexpansions.
* Supervisingtheimplementationofthedepartmentplans,aswellasensuringtheircompliance;
* Ensuringthatworkactivitiesarecarriedoutaccordingtothepre-setperformancegoals,and
* Suggestinganynecessaryactionstothedirectsupervisor;
* Communicatingwithprojectmanagersin caseof anyprojectedover- orunder-runvs. approved Budgets,especiallyifoutsideagreedtolerances;
* Backofficecreditfacility;
* Providemonthlycostanalysisreportandperformanceindicatorsforallfunctions/businessunitsand

Projects;

* Coordination,preparationandmonitoringof annualbudgets.
* Develop systems and procedures to ensure the efficient and effective management of the Company’s finances.
* Protectsoperationsbykeepingfinancialinformationandplansconfidential.
* Monitors and confirms financial condition by conducting audits; providing information to external Auditors.
* Developtheforecastingmodels(P&L,BalanceSheet,Cashflow,chartofaccounts)
* RevParanalysisforhotelsindustrials
* 3/6

***Mostafa Sabry Ali Khoukha*** ***(Confidential)***



**(2)**

**Period:** **FromJuly2006to July2011**

**Employer:** AlFozanGroup

**Position:** AccountingManager

Al Fozan Group is the largest integrated Manufacturer of Building Material, Electrical Material, wood, steel, Plastic,UTECCablesIndustrial,Electronics(Extra),Bawan,AlOularealestate&Investmentsin GulfArea.

**MajorResponsibilities:-**

* Responsible for performing varied and specialized accounting works at professional level. Work requires implementing knowledge of computerized Financial System. Work is reviewed by a superior upon completionforoverallstandardofperformance.
* PreparationFeasibilitystudyfornewprojectswithcostengineer.
* Adheresto standardcompanyaccountingsystemsandprocedures.
* Review and ensure the General Ledger (GL) and chart of accounts reflects all financial/transactional activityofTHC;reviewjournalentriesandotherdeliverablesas providedbyAccountant
* Assures all accounting records are maintained on a current basis in order to provide management with financialmanagementdatawhenrequired.
* Administer other key accounting activities such as reconciling accounts and balances on a monthly basis, conducting financial closing activities, preparing sub-ledger reports on a monthly basis and final trial balance
* Standardizeaccountingpolicies,proceduresandcontrolsacrossallclinics
* Prepares,distributes,controlsandprotectsall checksandotherfunds.
* Performsrelatedworkasrequired.
* FixedAssetsManagement(Additional, disposal,Depreciation)
* ReviewCustomer'sinvoices
* FollowingupDeal&P.Owithsuppliers.
* Followingup LG,LC,Loans&Bankreconciliation
* Followinguphedgingcurrencywithbanks
* Preparingconsolidationfinancialstatements(BS,IS,CF,SE),analysis,andotherkeymanagementreports.
* Participationinpreparing&creatingbudget
* Preparemonthlyvarianceanalysisfordistributionto seniormanagement
* Prepare and provide all necessary analyses for the yearend audit, as well as the timely Completion of the audit
* Performotherdutiesasneeded
* Percentageof completionreports(P.O.C)
* SistersCompaniesAdjustment(Debit&CreditNote,Commission,…)
* Grossof Expenses.
* RevenueanalysisforProjects.
* Netsalesforthecurrent month."Quantity&Amount"
* Revisingmonthlystatementwithcustomers.
* Revisingyearlyemployee’sprovision.
  + 4/6

***Mostafa Sabry Ali Khoukha*** ***(Confidential)***



* PreparingZakatadoptionwithexternalauditor&zakatdepartment
* Ensures sales revenue is recognized for all delivered products and weight reconciliation for the catch, processed and sold and the percentage of wastage is prepared as part of monthly analysis and ensures thatthewastagesarewithintheacceptedindustrynorms
* Handeltherelationshipbetweensistercompaniesandexternalprojects
* Ratio(liquidity,profitabilityanalysisratios….)
* Workwith external auditors (Big 4) throughouttheprocessof preparingthe auditedfinancial statements (Deloitte,PriceWaterHouse&KPMG)

(3)

**Period : FromJanuary2003toJuly2006 Employer:** FrankAdvertisingGroup **Position :** FinancialSeniorAccountant

Frank AdvertisingGroup working in the field of advertising, Designing & Printing.

**Majorresponsibilities:-**

* Customerinvoicesandstatements
* Bankcollection
* Customercollection
* Workingoncustomers’accounts
* Netsalesforthemonth“Quantity&Amount”
* Accumulativesalesfortheyear
* Withholdingtaxes reports
* Salestaxesreportsandinspectionrequirements
* Customersalespercentagefromtotalsales
* Closingpackage(Incomestatement&BalanceSheet)
* Dataentryin “Comsessoftware”tohavethemonthlytrialbalance



(4)

**Period : FromJune2000 – January2003**

**Employer :** MisrTaiwanGroup(PrivateFreeZone)

**Position :** Accountant

MisrTaiwanGroup is MultinationalCompanyworkinginthefieldofmanufacturingofTrico,Garments&

FinishingClothing.

**Majorresponsibilities:-**

* Revisingsuppliersinvoiceswithpurchaseandpaymentorders.
* Supplierspayments(Cash,Cheques, ..etc.)
* RevisingBankstatements
* General &Administrationexpenses.
* Operatingexpenses.
* Import&Exportexpenses.
* Financialexpenses.
* Fixedassets.

 5/6

***Mostafa Sabry Ali Khoukha*** ***(Confidential)***



* Dataentryin “Altareksoftware”tohavethemonthlytrialbalance

**Miscellaneous Information**

***In housetraining:-***

* Timemanagement
* Reporting
* Budgetingcontrol
* FinancialAnalysis
* StressTimeManagement
* TeamworkManagement

***Computerskills***

* WorkingEnvironment“Win.XP,07”.
* Microsoftoffice(Word,Excel,andPowerPoint)
* OutlookPractice.
* InternetPracticeandadvancedsearching.
* E-BankingviewerforANB,SABB&SAMBA.

***Accountingpackage***

* Oraclepackage{AP,AR,CM,FA,GL).
* Orionpackage{AP,AR,CM,FA,GL).
* NavisionMicrosoftDynamic.
* AlTarekFinancialSoftware.
* ComsesFinancialSoftware.

***Languages:***

* Arabic :Mothertongue
* English :V.Good

|  |  |  |
| --- | --- | --- |
| ***Personaldata:*** | |  |
|  |  |  |
|  | Nationality | : Egyptian |
|  | MaritalStatus | : MarriedwithtwoChildren |
|  | Religion | : Moslem. |

* 6/6