**PERSONAL DETAILS**

Nationality: Egyptian

Status: Married

[Sameh.335258@2freemail.com](mailto:Sameh.335258@2freemail.com)

**AREAS OF EXPERTISE**

**OFFICE MANGEMENT**

**CASH MANAGEMENT**

**FORECASTING AND BUDGETING**

**COST ACCOUNTING**

**PROJECT MANAGEMENT**

**FINANCIAL ANALYSIS**

**DATA PROCESSING**

**FORECASTING AND BUDGETTING**

**FINANCIAL MANAGEMENT**

**FINANCIAL STATEMENT PREPARATION**

**PROFESSIONAL QUALIFICATION**

**Bsc. of Commerce**

**Alexandria University Alexandria, Egypt 2003 - 2004**

**PERSONAL SKILLS**

**Time management Proactive and assertive Flexible & approachable**

**Personable and Agreeable**

**PE SONAL SUMMARY**

*Adaptable, resourceful and enthusiastic who has experience of having a general responsibility for monitoring and reconciling a company’s accounts and knowledge of spreadsheet and assisting in the production of monthly management accounts. Looking for a challenging job Accounting and Auditing that will provide me with opportunity to utilize my skills and ability to work hard and apply my knowledge.*

*I am currently looking for a suitable position with a reputable and ambitious company.*

**WORK EXPERIENCE**

**METLIFE, Abu Dhabi (UAE) March 2014 till date**

**Accounts Department (Sr. Accountant)**

**Responsibilities:**

* Prepare month-end and year-end closing journal entries.
* Compile monthly GAAP and non- GAAP financial statements.
* Inter-company reconciliations of over 10 different entities.
* Assist the Accounting Manager with the conversion of proprietary ERP system to Great Plains.
* Assist Controller in preparing financial statements.
* Perform ad-hoc variance analysis as requested by the Controller. .
* Perform AR/AP , Collections, and inventory valuation.
* Cash Flow Reports & Analysis.
* Reduced month-end close time from 5 to -2 business days.
* Variance analysis of Actual to Budget and Forecast.
* Manage sales tax audits as required.

**German Rent A Car, Al Jaber Group May 2009-March 2014**

**Accounts Department (Sr. Accountant)**

**Responsibilities:**

* Month end activities, including accrual and reversal entries, analysis, and amortization of prepaid accounts.
* Responsible for all bank reconciliations for multiple bank accounts.
* Depreciation Schedule as per Income Tax Act & Companies Act
* Checking Discount Rate, Authorization, Rectification Entries, Vendor Ledger, Customer Ledger
* Comparative Statements of Income & Expenses, Analyses for Variations in results
* Verifying supporting of transactions, Checking wrong account heads
* Checking General Ledger Accounts
* Created new procedures to reduce month-end closing process by 30%.
* Creation of Assets in SAP, Posting Asset transfer entries
* Prepare schedules and produce required documentation for CPA firm's annual Audit

**Accounts Department (Accountant)**

**Responsibilities:**

* Assist with annual financial Audit.
* Reconcile monthly inter-company balances.
* Prepare and file monthly sales and use tax returns.
* Entered invoices into and prepared reports in Oracle payable.
* Post journal entry, reconcile and maintain asset and liability accounts for month-end closing.

**Alexandria Commercial & Maritime Bank, May 2006 – February 2009**

**Marketing & Real Estate Department – Supervisor**

**Responsibilities:**

* Accompany buyers during visits to and inspectionsof property, advising them on the suitability and value of the
* estates they are visting.
* Act as an intermediary in negotiations between buyers and sellers.
* Advice ACM Bank on market conditions, prices, mortages, legal requirements and related matters.
* Arrange meetings between buyers and sellers when details of transactions need to be negotiated.
* Compare a property with similar properties that have recently sold in order to determine its competitive market price.
* Present purchase offers to sellers for consideration.
* Visit properties to assess them before showing them to clients.
* Appraise properties to determine loan values.
* Determine the demand for the bank products and services including corporate & retail loans as offered by the bank and its competitors and identify potential customers.
* Develop pricing strategies for the bank products based on the bank’s cost of capital with the goal of maximizing the bank’s profit and thus the shareholders’ equity besides stressing on the bank customers’ satisfaction.

**Credit Department – Clerk A**

**Responsibilities:**

* Assess loan requests and commercial credit applications through interviews with applicants and checking application forms, references, credit ratings, credit scores, pay slips and other information.
* Recommend approval for loans and commercial credit applications within policy guidelines.
* Prepare reports of loans and accounts which have 'outstanding' (unpaid) amounts
* Keep records of arrears and prepare routine letters and make telephone calls requesting payment.
* Prepare statements of overdue accounts and forward these for legal action.
* Prepare reports on credit ratings of customers.
* Answer enquirers concerning loan balances and commercial accounts, penalties and credit standing of customers.

**General & Current Accounts Department – Clerk B Then Clerk A**

**Responsibilities:**

* Maintaining the overall bank accounting cycle , as in a batch process accounting system, responsibility is for journalizing , recording the accounting transactions received from various bank departments into the general journal .
* Posting the accounting transactions to the subsidiary and the general ledgers.
* Preparing End of Period accounting reports and the financial statements and other periodically financial reports and analysis required by the bank management.
* Preparing the bank budget forecasts accompanied by the appropriate variance reasons when they occur.
* Preparing bank reconciliation sheets between different bank branches and correspondents.

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| **SUMMARY OF QUALIFICATIONS:** |

Extremely motivated and results-driven financial professional with exceptional leadership skills and an extensive background in the following broad-based competencies:

* - Leadership and self-autonomy exercised in all performed jobs.
* Able to work and communicate clearly and effectively alone and within a team.
* Sharp critical thinker and problem solver.
* Strong research and analytical skills.
* Capable of working under pressure and meeting deadlines.
* Highly organized, fast learner and service-oriented.
* Able to communicate in both English, and Arabic.

**Courses & Training Programs attended:**

Several Courses in Banking from the Egyptian Banking Institute- Central Bank:

* Introduction to commercial analysis.
* Introduction to creditor banking.
* English language classes by the Central bank of Egypt.
* Clients signature authentications and applications.
* Letters of guarantee & Letters of credit.
* Money laundering.
* Credit Analysis – Basics (By Adjunct Professor of Finance- New York University- Dr. Nabil W.zaki)
* Credit Analysis – Advanced (By Adjunct Professor of Finance- New York University- Dr. Nabil W.zaki)
* Global Anti-Money Laundering for Insurance Companies.
* FATCA: An Overview for FFIs of the Foreign Account Tax Compliance Act.
* Privacy and Information Security Best Practices.

**Computer Skills:**

* Computer Literate In Windows xp and Microsoft Office Applications (Word – Excel-power point), Oracle Financial Systems , Web RIS System and Internet Explorer.

**Languages:**

* English: Fluent

**Arabic: Native.**

**Curricular Skills:**

* As an employee in a (MetLife), I have developed my skills in team motivation, public relations.
* I am known for following through on commitments, paying attention to details, being well organized, quick learning, and working under Pressure.
* Loves dealing with people, can handle tight deadlines, and surpassing targets.
* Initiative and Self-Dependent.