***SAMIR***



Telephone : C/o 971504973598

Email: [samir.354053@2freemail.com](mailto:samir.354053@2freemail.com)

# SYNOPSIS

# Over 16 years of experience in Accounting Field in a vast range of areas. In pursuit of assignments as Finance Manager targeting the MEA region

# AREAS OF EXPERTISE

# Contractor Accounting

* General Accounting

# Auditing

# Public Accounting

# Administration

# Professional Experience

****

**Accounts Manager** at **Al Nahda National Schools L.L.C –July 2015 up to present**

**(Abu Dhabi, United Arab Emirates)**

# Job Description:

* Oversee daily transactions of the company. The school is established in 1982. In present it has more than 600 number of staffs and 6,700 number of students with separate school for boys & girls.
* Determining financial objectives. Designing & implementing systems, policies & procedures to facilitate internal financial control.
* Assure all staff to perform and Practice Company’s internal control at all times.
* Check and review prepared Financial Statements in accordance with International Financial Reporting Standards. Ensure its fair presentation, reliability, quality and timeliness.
* Check & Review disbursements and ensure its proper recording in Accounts Payable module.
* Check & Review collections and ensure its proper recording in Cash Receipts Module.
* Check & Review Journal Voucher essential to preparation and completion of Financial Statements
* Analyze the company’s Financial Position and Operation Results.
* Giving advice, guidance and support on all financial matter to the Senior Management.
* In charge of managing and supporting the Accounts team. Coach and advice staff to achieved efficiency and effectiveness.
* Observed and evaluated workers´ performance.
* Identifying areas for cost cutting and improvement.
* Maintaining and oversee the cash inflow of the bank and monitored policies and strategies initiating Credit issues
* Maintain good relationship management & negotiation skills in liaising with Banks, other financial Institutions and various regulatory authorities

|  |
| --- |
| * Preparing sound Annual Budget and forecasting trends and ensure the reliability of assumptions are met. Compare actual and budgeted figures through variance analysis. |

* Excellent interpersonal/communication skills. Interacted with all levels from executives and administration personnel to customers and staff, covering all ends of the spectrum.

|  |
| --- |
| * Resolved complaints and answered questions of Parents regarding services and procedures * Oversee the finalization of year end external audit through its completion. |

**Finance & Administration Manager** at **E.I. L.L.C –June 2013 July 2015**

**(Abu Dhabi, United Arab Emirates)**

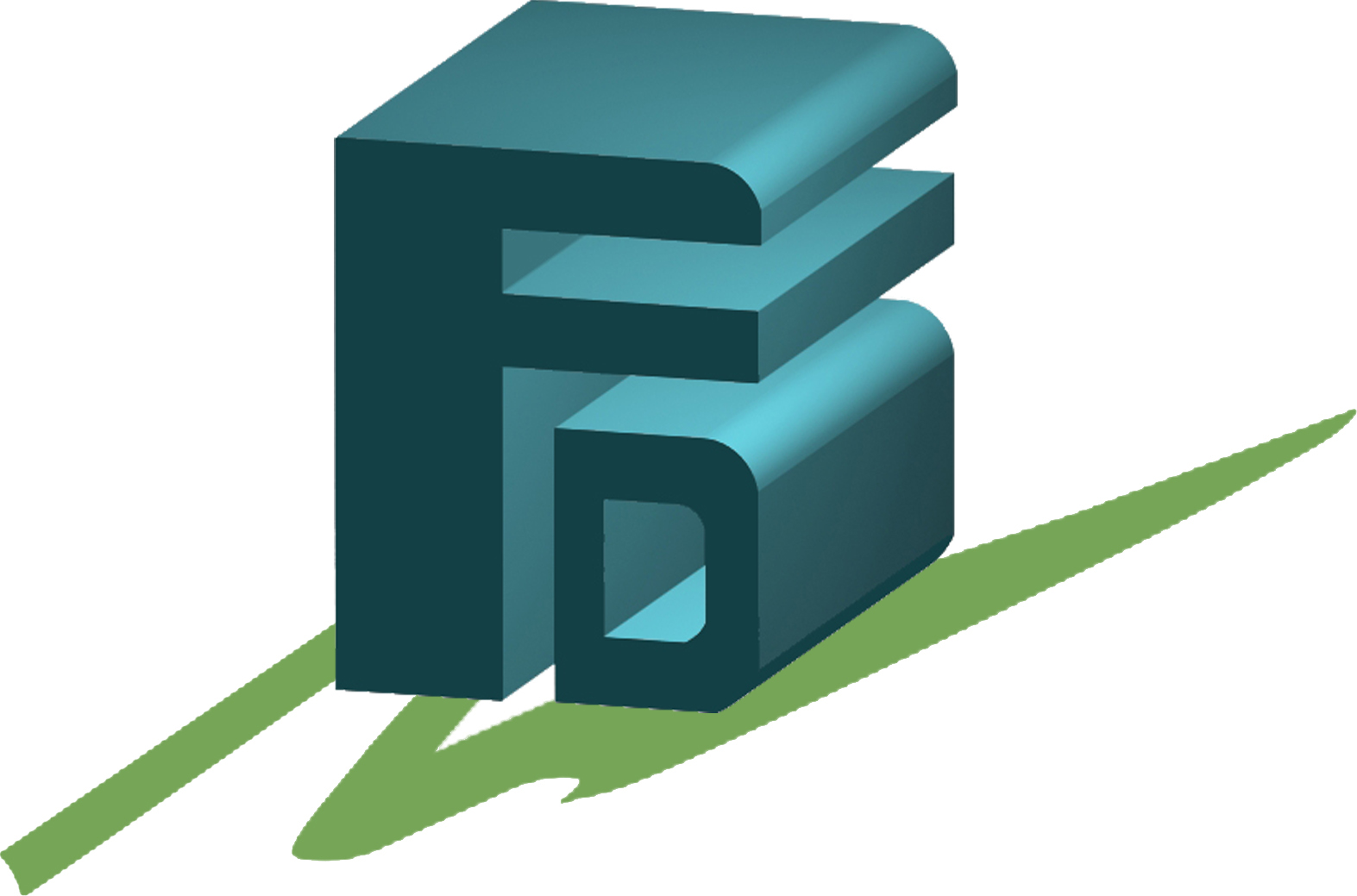
# Job Description:

* Over all Control and monitoring Financial Position and Accounts.
* In Charge of managing and supporting the ledger team.
* Identifying areas for cost cutting and improvement.
* Giving advice, guidance and support on all financial matter to the Senior Management
* Maintaining the cash inflow of the bank and monitored policies and strategies initiating Credit issues
* Good relationship management & negotiation skills in liaising with Banks, other financial Institutions and various regulatory authorities
* Determining financial objectives. Designing & implementing systems, policies & Procedures to facilitate internal financial control

|  |
| --- |
| * Preparing Annual Budget and forecasting trends. * Ensuring that all financial controls for the division are met and adhered to at all times |

* Providing accurate financial information to colleagues and senior managers
* Developing the HR plans and policies in conjunction with the company’s overall Development plan.
* Excellent interpersonal/communication skills. Interacted with all levels from executives and administration personnel to customers and staff, covering all ends of the spectrum.

|  |
| --- |
| * Observed and evaluated workers´ performance. Resolved complaints and answered questions of Customers regarding services and procedures |

**Chief Accountant / Administration** at **Future Décor L.L.C *(Within Al Farabi Investment Co. KSCC)* –February 2003till March 2013**

**(Abu Dhabi, United Arab Emirates)**

# Job Description:

* Over all Control and monitoring Financial Position and Accounts.
* In Charge of managing and supporting the ledger team.
* Identifying areas for cost cutting and improvement.
* Giving advice, guidance and support on all financial matter to the Senior Management
* Maintaining the cash inflow of the bank and monitored policies and strategies initiating Credit issues
* Good relationship management & negotiation skills in liaising with Banks, other financial Institutions and various regulatory authorities
* Determining financial objectives. Designing & implementing systems, policies &Procedures to facilitate internal financial control

|  |
| --- |
| * Preparing Annual Budget and forecasting trends. * Ensuring that all financial controls for the division are met and adhered to at all times |

* Providing accurate financial information to colleagues and senior managers
* Developing the HR plans and policies in conjunction with the company’s overall Development plan.
* Excellent interpersonal/communication skills. Interacted with all levels from executives

And administration personnel to customers and staff, covering all ends of the spectrum

|  |
| --- |
| * Managed day-to-day operations; Supervised and coordinated activities of 700+ employees * Observed and evaluated workers´ performance. Resolved complaints and answered questions of Customers regarding services and procedures   **Chief Accountant** at**Al Hamed Development and Construction L.L.C** (Sheikh Shaya& Co.)***(WithinAl Hamed Enterprises)* – October2002tillFebruary 2003**  **(Abu Dhabi, United Arab Emirates)** |

# Job Description:

* Preparing L / C – L / G. Guarantee etc. & passing J.V. · Arranging Petty Cash Payment &passing J. V.
* Scheduling Time Sheet including checking &calculating Labour&Staff salaries · Preparing Supplier Invoices.
* As well scheduling cost center, cost code, account number &passing J. V. · Making payment on a particular.
* Date, taking suppliers invoice details to make payment to suppliers using Oracle · Preparing Payment. Certificates, Sub contractors Payment Certificates, passing J.V. and making payment, Preparing Bank
* Reconciliation scheduling monthly book closing, Organizing preparing.

**Accountant** at **Middle East Auditing Accounting Office -**

**March 2002 till September 2002(Abu Dhabi, United Arab Emirates)**

# Job Description:

* Auditor in Auditing Office.
* Preparing Transfer Journal Voucher Entries for General Ledger.
* Making Trial Balances.
* Contributing to preparing Balance Sheets.

**Accountant** Full Time at **Youssef Salah El Din Auditors, & Public Accountant- December2000 till February 2002 (Cairo, Egypt)**

# Job Description:

* Auditor in Auditing Office for some company’s ·
* Scheduling Transfer Journal Entries for General Ledger’s ·
* Arranging Trial Balances ·
* Contribution to preparing Balance Sheets
* Responsible for the tax affairs of group businesses spanning a wide variety of industries.
* Worked with internal finance teams in preparing current and deferred tax computations and notes for Statutory Accounts purposes.
* Ensuring clients meet all corporate self-assessment requirements, in relation to the payment of tax and the timely filing of tax returns.
* Supporting in-house tax teams in accounting for the tax provision and reconciliation notes to be included in the financial statements

# Educational Qualifications

* Bachelor Degree Accounting, Accounting Department 2000, Zagazig University.

# Software Skills

* Microsoft Office 2007, 2010, Windows 7, 8 & XP.
* Have perfect experience with accounting systems: (Oracle, Orison ,& Focus)

# Professional Certificates

* VAT- Value-Added Tax Specialist (IFIS) Nov.2016
* Preparing CMA Professional Accounting
* Project Management Training- Cambridge Education-26 Oct ~ 23 Nov, Abu Dhabi – UAE

# Professional Memberships

* Egypt Commercial association
* Accountants and Auditors Society
* High Authority Council for Chartered Accountants

# Language Skills

Fluent in Arabic and English

# Personal Details

Gender : Male

Date of Birth : 05 October 1976

Nationality : Egyptian

Marital Status : Married

Driving License : Valid UAE license