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Hossam

Hossam.362435@2freemail.com

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| Education | * **From Sep-2001 till May-2005**

**Alexandria University****Faculty of Commerce****Bachelor of Commerce, Accounting, English Section****Grade: Good*** **From 1988 to 2001 – Victoria College, Math Section Alexandria, Egypt.**

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| Personal Data | * **Date of Birth: October 28th, 1983.**
* **Nationality: Egyptian.**
* **Military Service: Exempted.**
* **Marital Status: Married.**
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| Projects | **Project in Logistics Management in the third year (ways of applying the logistics functions in ExxonMobil company).** |
| Languages | * **Arabic: Mother Tongue.**
* **English: Fluent.**
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|  Experience | * From 24/7/2010 till 31/12/2016 as “Procurement Specialist” at MAF Carrefour Head Office, Riyadh, Saudi Arabia.

Assets & Development Department (Technical).Reports to: GM Assets & Development KSAResponsibilities:-* 1. Fixed Assets procurement in MAF (Majid Al Futtaim - Carrefour) retail Hypermarkets and Supermarkets for running and new projects.
	2. Scope of Asset Department is to buy the right material at the right level of price and service from supplier.
	3. To ensure that the future economic of the fixed assets yield to the group are matched with the material cost associated with earning those benefits.
	4. To ensure that all fixed assets acquisitions are properly authorized and used for business purpose only.
	5. To ensure that all fixed assets are physically verified and reconciled with the register at periodic intervals.
	6. Assets & operating expenses yearly budget preparation for each store independently.
	7. Fit-out works BOQs (bill of quantities) preparation for new approved projects (stores) and contractors’ negotiation for their given envelopes with assistance of Carrefour Technical Engineers.
	8. Periodic Contractual Agreements (HVAC preventive maintenance, refrigeration, generator & UPS maintenance, security...etc)
	9. Prepare the LPO with full details attached by quotations and the LPO has to be signed as per the DOA “Delegation of Authority”.
	10. Follow up imported assets shipments and distribution on concerned stores.
	11. Suppliers’ reconciliations.
* From 1/7/2009 till 22/7/2010 as store “Chief Accountant” at MAF Carrefour Al-Shatea Mall, Dammam, Saudi Arabia.

Finance Department.Reports to: Store Finance ManagerKey Tasks:-1. Reporting & Control:
	1. Ensure the preparation of statutory accounts in the store.
	2. Control the procedures regarding expenses (excluding inventory purchases), sales and revenues, CAPEX, cash and bank functions.
	3. To ensure proper books of account are maintained in accordance with GAAP (General Accepted Accounting Principles) and that the required monthly accounts, reports and forecasts are produced on time.
	4. Maintain general ledger details, accruals & fixed assets register.
	5. Running month-end accounts centralization, fixed assets depreciation, cost allocation, etc.
	6. Co-ordinate with personnel dept. for payroll, staff benefits accruals and payments related to staff costs.
2. Management:
	1. Prepare the monthly management report (Hypermarket Report and Financial Result) in accurate and timely manner.
	2. Prepare monthly operating management reports (revenue and staff cost) and help managers in their monthly analysis of their revenue & staff cost.
* From 27/9/2006 till 30/6/2009 as “General Ledger Accountant” at MAF Carrefour Al-Rashid Mall, Khobar, Saudi Arabia.

Finance Department.Reports to: Store Chief Accountant.Key Tasks:-* 1. Maintain the general ledger in accordance with policies of the company, primarily monitoring the daily bank balances.
	2. Follow up daily bank statement and daily current account reconciliation.
	3. Preparation of daily cash-flow statement and cash flow forecasts.
	4. Reconciliation of bank accounts on a monthly basis.
	5. Preparation of supplier and/or staff automatic, manual cheques and bank accounts transfer.
	6. Reconciliation of all sales deposits.
	7. Handling petty cash fund payments and preparing the daily petty cash report balance.
	8. Assisting the chief accountant in preparing the monthly staff payroll.
	9. Preparing and posting of inter-company & head office debit, credit notes & balance confirmation.
	10. Assisting internal and external auditors in their- over viewing.
	11. Attending the physical stock takes and central cash office spot check.
	12. Fixed assets acquisition and their related adjusting entries and depreciation.
* From 11/8/2005 till 23/9/2006 as “Accounts Clerk” at MAF Carrefour Alexandria City Centre, Alexandria, Egypt.

Finance Department.Accounts Payable Section.Key Tasks:-* 1. Responsibilities include data entry and matching agreed upon prices with received suppliers’ invoices

* From 1/7/2003 to 1/8/2005 as “Sales Agent Bank Products” at Misr Iran Development Bank MIDB (Customer Service & Sales).
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| Hobbies | * **Reading.**
* **Sports.**
* **Travelling.**
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| Computer skills | * **JDEdwards ERP (Comprehensive financial framework).**

* **Microsoft Office.**
* **Internet.**
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| Other skills | * **Negotiation skills.**
* **Procurement (Assets Purchasing)**
* **Accounting & Finance.**
* **Ability to work under pressure.**
* **Excellent communication skills.**
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| References |  |

 **References available upon your request...**