***Ahmed***

[**Ahmed.367848@2freemail.com**](mailto:Ahmed.367848@2freemail.com)

***Personal:***

**Date of Birth** **:** 9th of October 1979

**Nationality :** Egyptian.

**Marital status** **:** Married.

**Address** **:** Abu Dhabi, United Arab Emirates.

***Education:***

**University** **:** Cairo University, Faculty of commerce,

**Degree** **:** B.SC. Commerce,

**Diploma :** Diploma Audit and Accounting Audit – UAE

**Mistral :** CMA

***Programs:***

**Full knowledge of:**

* *All MS-OFFICE software and applications.*
* *Oracle ERP software*

*- Quick books*

*- Tally*

*- Peach Tree.*

*- Micros 3700.*

*- Fidelio ( M.C)*

*- Sun.*

*- Visual fabs.*

*- Omega*

*- Visual bazar.*

**General Background at the following courses:**

- *Dac Easy.*

*- Sap*

*- Focus.*

*- Database (SQL).*

*- Networking Internet business.*

*- Knowledgeable in marketing principles in U A.E*

***Skills & Knowledge Skill Levels***

* *Considerable knowledge of accounting principles and procedures, and of their application to a variety of accounting transactions and problems.*
* *knowledge of office procedures, practices, systems, and equipment as applied to financial operations:*
* *Business and Financial strategy and planning, monitoring, management and reporting, including management and development of policies, systems, process and personnel involved.*
* *Reporting an accounting as per regulatory and legal requirements.*

*Contributing to strategic planning and development as a member of executive team, and probably keeping and distributing notes and records, reports to executive and management team*

***Experience:***

*-* ***Concept Restaurant Management from 3/2008 Till Now (Financial Manager)***

*One Of* ***Silsila Holding Co*** *(Operating in more than 10 different industry)).*

***Responsibilities and Duties:***

Main Duties as Financial Manager

*1- Ensure the policies and procedures manual is followed, develop and implement financial policies and procedures to ensure IFRS compliance*

*2- responsible for the company's overall cash , debt & liquidity management function  
3- monitor the performance and efficiency of accounting function  
4-establish and maintain budget for the project and maintaining budgetary control  
5- Develop annual budget plans for the company   
6- review the budget vs. actual expenditure reports and report to the management   
7-develop operating , financing and investing strategies and cash flow forecasts  
8- preparation and submission of zakat and other gov relate matters  
9- oversee preparation od periodic financial statement and liaising with management for approval   
10- ensure that financial control is efficiently maintained throughout the business process   
11-recommend to the management the best way to utilize the different banking facilities (i.e . loans vs. overdrafts)  
12- Review and approve monthly financial statement  
13- guide the IT staff toward the development of an infrastructure where all required information is readily available for business.  
14- Responsible for the overall financial functions within the company , which include general ledger , accounts payable, contracts reimbursement and budget reporting.  
15- Ensure that all disbursement documents are accurate with appropriate approvals and within policy  
16. Periodically review expense budgets, follow up on questionable of calculations of documents presented  
17. Prepares reports of suppliers balances against invoices.  
18- responsible for fixed- assets accounting   
19- management of team resourcing and output to meet the company expectations and guidelines.  
20- Audit daily expenses , revenues and analyses cash flow  
21- review budget , revenue expense invoices and other accounting documents*

* *Develops and implements policies, procedures, standards and systems for the operational and monitors performance to ensure effectiveness and efficiency of the programs; initiates and participates in special studies of accounting systems, practices and procedures; may perform professional accounting work of unusual difficulty*
* *Plans, organizes, directs, monitors, and evaluates the financial and accounting work of professionals and office support staff who may perform tasks in budget preparation, budget adjustments preparation and processing, financial planning and budgeting for significant fixed assets and capital improvements, payroll, procurement, mail, accounts payable, revenue accounting,, accounts receivable billing and; coordinates operations with staff of the Auditor-Controller and Treasurer in a variety of financial areas including accounting, budgeting and bad debt collection; oversees and supervises the production of management reports, financial statements and other statistical reports from various systems; develops and publishes various financial reports for the department. .*
* *Directs implements or is involved in the installation of automated systems and procedures; develops cost estimates for hardware and software applications and oversees acquisition; implements and coordinates new system conversions*
* *Monitors revenue collection and expenditures of department budget units and reports findings to the Department Director and Assistant/Deputy Directors.*
* *Directs and manages multidisciplinary teams in the development of plans, goals, objectives, policies, and procedures for completion of special projects, such as revenue maximization, in a highly technical field.*
* *Provide funding, cost budget analysis advice to management.*
* *Design and implement cost center procedures.*
* *Control the financial activities and budget forecasting.*
* *The ability to analyze the cost elements.*
* *Prepare monthly bank reconciliations.*
* *Prepare Balance sheet, Net income, Trial Balance.*
* *Prepare all documents needed to get LC, Loans, and banking facilities.*
* *Ready Made F & B Solutions ..*
* *Follow the movement of cash flows*

***- Bowling City U.A.E from 4/2005 till 2/2008 (Cost Control THEN Chief Accountant)***

*(Indoor entertainment /Coffee Shop /Restaurant group of 12 branches)*

***Responsibilities and Duties***

Main Duties as Cost Control

* + - *prepare Daily Flash Report of food costs..*
  + *verify daily receiving report.*
  + *perform test checking on the receiving of goods*
  + *perform random test counts in the Stores.*
  + *verify and approved outlet food & beverage requisitions*
  + *perform market surveys once in 6 months*
  + *analyses and prepare entertainment, complimentary, employee relation & -*

*employee meals cost at month end.*

* + *prepare monthly reconciliation and inventory variation report*

Main Duties as Chief Accountant

* + *Managing accurate recording and analysis of accounting transactions for the company’s operations.*
  + *Reviewing and Posting monthly revenue invoices;*
  + *Monitoring bank accounts and applying payments received against posted invoices*
  + *Manage facility improvements and maintenance;*
  + *Manage and negotiate purchases and supplier agreements;*
  + *Develop and implement operational policies and procedure;*
  + *Handle a wide variety of administrative tasks*
  + *Monitoring the aging of the outstanding receivables;*
  + *Controlling and organize work so that the books can be closed in monthly basis*

***- Tropicana Hotel from 5/2003 to 2/2005 (Accountant & Asst. Cost Control)***

***Responsibilities and Duties***

* + *Prepares journal entries and reconciles general ledger and subsidiary accounts*
  + *Reviewing and Posting monthly re invoices*
  + *Manage and negotiate purchases and supplier agreements*
  + *Updating all Balance sheet accounts worksheets;*
  + *Maintaining proper filing system*
  + *Checking Stock as per Record*
  + *Monitoring & Upkeep of inventory level to avoid Excess and Short Stock*
  + *daily cost flash report.*
  + *Monitor stock levels in store.*
  + *Monthly cost reconciliation.*
  + *bars & outlets inventory control*
  + *Store control*
  + *Daily, weekly and monthly reports*

***- Azazi for trading Co from 9/2001-4/2003 (Accountant)***

***Responsibilities and Duties***

* + *Follow up the accounts of customers and suppliers.*
  + *Petty Cash adjustments.*
  + *Monthly Survey of commissions and the work reports and therefore the preparation and delivery of payroll staff salaries.*
  + *Liberalization of exchange receipts and receipt*
  + *Demonstrate daily movements in the journal Public*

***Other Skills:***

*- Prepare monthly reports to be forward to the management*

*- Prepare chart of accounts for accounting programs*

*- Able to deal with all banks in the U.A.E*

*- Internal audit of several branches accounts.*

*- Follow up the payment and receivable, dealing with customers& suppliers*

*- Able to manage and control the stores and cashiers.*

*- Excellent payroll Preparation*

*- Driving license of United Arab Emirates*

***Communication skills:***

*The ability to work under pressure, work in a group and perform tasks within tight deadlines. The ability to interact and co-operate to others*.

***Note:*** *All references are available on request.*