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**Amir**

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## Professional Profile

Corporate accounting professional with extensive experience across a wide range of companies. Highly adept at the implementation and management of accounting systems and procedures.

## Core Skills and Abilities

**Corporate accounting skills and knowledge**  
Ability to compile, verify, analyse, interpret and disseminate critical financial data (actual, forecast and budgeted) to all major stakeholders and in multiple currencies. Experienced in acquisition accounting and mergers,   
  
**Systems implementation**  
Successful implementation, analysis and management of new accounting systems and procedures, including systems integration and staff training.   
  
**Communication and leadership skills**  
Communicate effectively to build relationships both internally and externally, develop strategic partnerships and provide advice at all levels of management. Proactive leadership style to meet strict deadlines and maintain a team under pressure.

## Employment History

**December 2012 – Present Dubai,UAE  
Finance Manager**

**Dubai Creative Plastics ( branch from Al Hareb Group )**

**Dubai Creative Plastics** is a manufacturing company based in Dubai, United Arab Emirates. From its humble beginnings in **1978** solely manufacturing ring binders, **Dubai Creative Plastics** now offers an extensive range of promotional merchandise and business support products including plaques & trophies, flags, banners, display stands & mementos to life size replicas.  
  
**Responsibilities:**

* Prepare and submit the monthly financial results, budget and quarterly rolling forecasts and complete the reporting requirements to the parent company
* Perform detailed account analysis and corporate month-end processing and reporting
* Key in entries and maintain the company’s general ledger
* Review the monthly Business Activity Statements and review all monthly balance sheet reconciliations
* Established and maintained relations with banks and other financial institutions
* Monitor stock levels and perform inventory reconciliations
* Supervise the annual audits (internal and external)
* Review and make decisions on credit limits of new and existing customers
* Review and authorise the weekly accounts payable run
* Cost analysis and reduction based on the company benefits
* Liaise with corporate office and local brokers for company insurance policies
* Improve existing processes and streamline workflows
* Suggest modifications and improvements to existing processes and help in the evaluation of such changes
* Supervised employees in the Finance and Administration Department and was responsible for the overall direction, coordination and evaluation of this unit

**August 2009 – November 2012 Sharjah, UAE  
Chief Accountant**

**Tiger Pack**

Tiger Pack one of important and famous companies in the United Arab Emirates specialized in packaging solutions during its growing and expanding in distribution machinery for filling and packaging, as well as all the plastics used in packaging operations This addition to paper products and all the requirements of hotels and restaurants (disposables items).

**Responsibilities:**

* Managed the corporate finance tasks including all financial, management and statutory accounting and reporting
* Maintained and administered the corporate financial accounting system
* Prepared, maintained and developed the corporate section of company policies and procedures
* Reporting monthly overall position payable & receivable accounts.
* Maintaining Bank dealing (local discount bills, Overdraft, loans) and PDC Receivables and Payables schedules.
* Reporting Fixed Assets table with depreciation and disposal.
* Analysing Variable and Fixed Cost for productions.
* Reviewing monthly closing, Deprecation, Provision, Prepaid Expenses, accruals.
* Preparing monthly financial reports and statements (Balance Sheet , income statement, Cash flow comparing with last period.
* Coordinating the preparation of budgets, monitoring of implementation and management of corrective action to ensure achievement of overall budget objectives.
* Meetings with top Management for Budgeting and Planning.
* Maintaining Business Relations.
* Auditing physical inventory monthly.
* Preparing the annual financial statements; coordinating the process with

independent auditors.

* Monitoring stock availability , orders and arrivals
* Formulating sound financial policies, procedures and systems to ensure effective control and accountability.
* Supervised employees in the Finance and Administration Department and was responsible for the overall direction, coordination and evaluation of this unit
* Reviewing the work given to assistants and assisting them in performance of their duties
* Time management and completion of work within appropriated time.
* The ability to create an integrated accounting system to excel software
* Monthly reconciling balance with suppliers statement.
* Using a range of tool and techniques to motivate the sales staff

**January 2008 – July 2009 Fujairah, UAE  
Senior Accountant , ( Ascom ) Masafi Crusher**

ASCOM, a leading Geology, Mining & recently Manufacturing Company. With over 35 years of exceptional track record in the Egyptian market, ASCOM has expanded its operations covering North& East Africa, the Gulf and Levant regions. ASCOM historically specialized in offering Geological & Mining solutions to the Cement Industry. .Nowadays, ASCOM is expanding the support to the Cement Industry as well as developing new mining operations for Building Materials, Precious Metals and Manufacturing operations for Ground Calcium Carbonate and Rock & Glass Wool.

**Responsibilities:**

* Prepared monthly management accounts and performed general ledger reconciliations
* Prepared the weekly and monthly payroll
* Reporting monthly overall position payable & receivable accounts by making aging.
* Maintaining Bank dealing (Overdraft, loans) and PDC Receivables and Payables schedules.
* Reconciling the suppliers a/c monthly and preparing cheques as per credit limits.
* Reporting Fixed Assets table with depreciation ,disposal and addition.
* Monthly closing, Deprecation, Provision, Prepaid Expenses and accruals .
* Internal auditing
* Study and evaluation of accounting system, internal control system and management policies. Continually taking the initiative to evolve new, more efficient methods of completing tasks.
* Reviewing the work given to assistants and assisting them in performance of their duties.
* Ensuring the accuracy and completeness of day to day transactions

**September 2005 – October 2007 10th Ramadan City,Egypt  
General Accountant**

**Egytech Cables A1 Co**

established in 1984 with more than 1291 employees. Egytech Cables A1 is specialized in the Manufacturing of low, medium, high and extra high voltage power cables up to 220 KV, control cables and overhead Transmission lines.

**Responsibilities:**

* In charge of sales invoices.
* In charge of Employee’s Salaries.
* Payment, Receipt and Journal Vouchers.
* Tabulating Expenses .
* Preparing bank statement
* Maintaining Physical Cash

**Academics**

bachelor Of Commerce In Accounting-Grade Good, 4 years

Zagazig University , Egypt

## Professional Development

Ongoing professional development through courses accounting   
  
**Recently studying CMA ( Certified Management Accountant )** course

## Skills

* Sage
* Focus
* Pact
* Pastel Partner
* Microsoft Excel
* Microsoft PowerPoint
* Microsoft Word

## Personal Details

Nationality : Egyptian

Language : Arabic , English

Age : 33

Visa : Employment Visa

Marital Status : Married

## Declaration

***I*** hereby declare that all the above information in true to the best knowledge of my faith and belief***.***