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|  | **Said**  **Chief Accountant**    [**Said.372171@2freemail.com**](mailto:Said.372171@2freemail.com) | |
| **Date of birth: July 24 1983**  **Place of birth: Cairo, Egypt**  **Nationality: Egyptian**  **Military status: Exempted**  **Marital status: Married**  ***Techno Clim for Import and Export****, Morocco ,Casablanca*  **10-2016 : 02-2017**  ***Great Local Company Universal Engineering For Home Appliances*** *, Egypt,Cairo*  **06-2009 : 08-2016**  ***Global Freight Systems*** *, Egypt,Cairo*  **02-2009 : 06-2009**  ***UCMAS Egypt****, Egypt,Cairo*  ***04-2006 : 12-2008***  ***Chartered Accountant Hassan Hikal Office for Accounting and auditing*** *Egypt,Cairo*  **09-2005 : 12-2006**  ***Chartered Accountant*** *Office Rizk Wadid & Wadid Rizk Egypt,Cairo* **2001-2004** | **About Me & MY Objective** |  |
| I Am Working As Chief Accountant and senior Accountant . i have 12 Years experience with 8 years of experience in financial management ,Retail and Home Appliance manufacture in a great local company in Egyption Named Universal Engineering For Home Appliances and i leave it to join another Company in Morocco .i join a Company for Import And Export there .and i had to leave my work for Political problems between our two countries, i Had started my career As Auditor with Certified Public Accountant .I spent 2 years as A trainee and more than one year As A worker Auditor before i join my first position As a senior Accountant in Ucmas Egypt that i spend 2 years and half in it .  My opjective is I looking forward to completing my MBA studies because i had to stopped it for some reasons. My job as a professional is providing financial information to management by researching and analyzing accounting data; to gain experience at your company, using my analytical skills and commitment to perform quality work. Seeking a challenging position in your company where I can enhance my skills and experience | |
| **Work experience** |  |
| **Chief Accountant**  **A description of my job role and achievements goes here.**   * Manage all-important process and all contracts with our suppliers in China and Egypt and Europe. * Manage all financial process for the import. * Manage the treasury and banking Full cash.Manage the expenses. * Manage the invoices and sales and distribution or sales locally. * Manage the collection process. Manage taxes and custom * Ensures smoothly audits required by the local tax authorities * Manage receivables account and payables accounts. * Manage local suppliers and international. Manage payroll. * Manage stock house and inventory. * Manage Documentary Credits. * Manage the journal entry and all financial statements. * Prepare the financial analysis for the company. Manage cost account process * Responsible for the monthly closures * Prepares an annual statement * Prepares the assignments of accounting documents and on accrued ba * Organize financial audits for the legal entity * Responsible to coordinate with local banks * Responsible for the banking transactions on site * Ensures and monitor all corporate structures, laws and legal requirements as they are needed for each country and legal entity * Prepares budget application, monitoring, controlling & reporting * Responsible for analyzing and reviews on monthly reports * Ensure accuracy of document flow, signature competency and other applicable guidelines * Ensures liquidity planning for the entity   **Senior Accountant (Supervisor)**  **A description of my job role and achievements goes here.**   * Supervise the accounting process & information accuracy. * Monthly and yearly closing performing taking into consideration the adjustments, balances confirmation & functional external audit. * Prepare cost center by analyzes costing per product and its effect on Profit and Loss Accounts, controlling inventory. * Prepare and compiling monthly financial statements, expenditure analysis, and a budget control to ensure transparency within departments. * Manage payments, monitor other expenditures, and report major variances. * Assess financial reporting systems, accounting, procedures and investment activities and make recommendations for changes to procedures. * Supervise on the branches, fairs, Upper Egypt, Delta, Chanel and saynay, employed receivable, End user customers. * Accounting receivable Supervisor. * Supervise the Invoicing, Manage consumer statements. * Handle the accountant by SAP program, Handling balances and transactions on SAP program, preparing journal on SAP. * Control on customer’s commissions and discounts. * Handle consignment accounts. * Manage other affiliate accounts in the group of universal company's group. * Share in and preparing financial analyze of the company. * Monitor and analyze monthly operating results against budget with supporting Schedules and presenting findings and recommendations to the top management. * Share in preparing financial statement. * Manage tax dealing. * Credit Control. * Responsible for analyzing and reviews on monthly reports * Ensure accuracy of document flow, signature competency and other applicable guidelines * Gives support to head of market controlling while preparing budgeting and forecasting * Prepares the monthly tax report * Inventory adjustments   **Chief Accountant**  **A description of my job role and achievements goes here**.   * Prepare financial statement, journal entries, income Statement, cash flow and the full package in general accounting. * Manage shipment accounts and Handling it with Freight delegates. * Cash handle and deposits of staff as well as regular spot checks on cashier tills. * Monitor and analyze monthly operating results against budget with supporting Schedules and presenting findings and recommendations to the top management. * Manage cost control, accounts receivable, banking and other related tasks. * Manage Daily sales reports as well as monthly and yearly reporting within deadlines, Invoicing, Manage consumer statements and handling the contracts between company and customer. * Maintain local banking relationships including negotiating facilities agreements and ensuring that such activities were carry out with planned period and in context with general financial plans, targets and interest. * Manage branches accounts in airports and ports and auditing. * Responsible for tax dealing * Share in financial analyze of the company. * Share in preparing payroll for all company employed.   **Senior Accountant And Assistant Financial Manager**  **A description of my job role and achievements goes here**.   * Prepare financial statement, journal entries, income Statement, cash flow and the full package in general accounting. * Cash Control and deposits of staff as well as regular spot checks on cashier tills. * Monitor and analyze monthly operating results against budget with supporting Schedules and presenting findings and recommendations to the top management. * Manage cost control, accounts receivable, banking and other related tasks. * Daily sales reports as well as monthly and yearly reporting within deadlines, Invoicing, * Manage consumer statements and handling the contracts between branches and franchise. * Handle balances and transactions with the head office in Malaysia. * Manage branches balances and transactions in Egypt and Middle East also, * Handling balances and transactions with the head office in Malaysia and handling the contracts between branches and franchise. * Maintain local banking relationships including negotiating facilities agreements and ensuring that such activities were carried out with planned period and in context with general financial plans, targets and interest. * Manage tax dealing and auditing the branches and franchise. * Share in financial analyze of the company. * Share in prepare payroll for all company employed.   **Auditor**  **A description of my job role and achievements goes here**.   * Prepare draft audit reports expressing objective opinion about adequacy and effectiveness of the system of internal control within which audit activities were carry out. * Prepare general journal, Preparing American journal. * Prepare American journal, preparing trial balance. * Prepare the closing entries. * Share in preparing balance sheet, Establishing sheets on Excel for all kinds of accounts * Responsible for tax dealing * Share auditing accounts companies and firms. * Share design an accounting system for services institution&internal controlling system   **TRAINING**  Trainee Auditor at Chartered Accountant office Rizk Wadid & Wadid Rizk, Nasr City, Cairo, Egypt, from 2001 up till2004.   * Audit the firm’s accounts & their entry. * Record the transaction in the general ledger & in the analysis journal * Share in preparing balance sheet & tax returns | |
| **Education** |  |
| **Bachelor of Commerce, 2001-2005**  *Ain Shams University, Egypt , Cairo*  Major: Accounting  A Score : 669.5/960 (Good Degree)  **Language Course , 2002-2004**  *Military Institute of learning Language, Egypt , Cairo*  Course: English Good Knowledge of English   * writing : Advance * speaking : Advance   **Microfofte Course , 2005**  *Arab Contractors Computer center*  Course: EXCEL & ACCESS COURSES  **SAP Accounting User Course , 2009**  *Cis Company*  Good Knowledge of SAP Program | |
| **Skills** |  |
| Microsoft Office (EXCEL & ACCESS & Power Point &Aout Loook & Word) *advanced*  SAP Accounting - *advanced* | |
| **Qualifications** |  |
| Accounting, Reporting Skills, Attention to Detail, Deadline-Oriented, Reporting Research Results, Confidentiality, Time Management, Data Entry Management, and General Math Skills, [Accounting](https://www.linkedin.com/in/said-adel-b4651862/detail/skills/(ACoAAA0_KWYBFG8gWPBYOCsd87SyuLTWq2V6icA,2)/?lipi=urn%3Ali%3Apage%3Ad_flagship3_profile_view_base_skills_details%3BhovzrxL3QU6P9bWSBvtRYA%3D%3D&licu=urn%3Ali%3Acontrol%3Ad_flagship3_profile_view_base_skills_details-edit_endorsements),[General Ledger](https://www.linkedin.com/in/said-adel-b4651862/detail/skills/(ACoAAA0_KWYBFG8gWPBYOCsd87SyuLTWq2V6icA,3)/),[Auditing](https://www.linkedin.com/in/said-adel-b4651862/detail/skills/(ACoAAA0_KWYBFG8gWPBYOCsd87SyuLTWq2V6icA,13)/),[Financial Reporting](https://www.linkedin.com/in/said-adel-b4651862/detail/skills/(ACoAAA0_KWYBFG8gWPBYOCsd87SyuLTWq2V6icA,14)/),[Fixed Assets](https://www.linkedin.com/in/said-adel-b4651862/detail/skills/(ACoAAA0_KWYBFG8gWPBYOCsd87SyuLTWq2V6icA,7)/),,[Journal Entries](https://www.linkedin.com/in/said-adel-b4651862/detail/skills/(ACoAAA0_KWYBFG8gWPBYOCsd87SyuLTWq2V6icA,9)/),[Financial Statements](https://www.linkedin.com/in/said-adel-b4651862/detail/skills/(ACoAAA0_KWYBFG8gWPBYOCsd87SyuLTWq2V6icA,10)/),[InternalControls](https://www.linkedin.com/in/said-adel-b4651862/detail/skills/(ACoAAA0_KWYBFG8gWPBYOCsd87SyuLTWq2V6icA,4)/), [Tax](https://www.linkedin.com/in/said-adel-b4651862/detail/skills/(ACoAAA0_KWYBFG8gWPBYOCsd87SyuLTWq2V6icA,5)/),[Accounts Payable](https://www.linkedin.com/in/said-adel-b4651862/detail/skills/(ACoAAA0_KWYBFG8gWPBYOCsd87SyuLTWq2V6icA,6)/),[Accounts Receivable](https://www.linkedin.com/in/said-adel-b4651862/detail/skills/(ACoAAA0_KWYBFG8gWPBYOCsd87SyuLTWq2V6icA,8)/),[Income Tax](https://www.linkedin.com/in/said-adel-b4651862/detail/skills/(ACoAAA0_KWYBFG8gWPBYOCsd87SyuLTWq2V6icA,11)/),[Financial Analysis](https://www.linkedin.com/in/said-adel-b4651862/detail/skills/(ACoAAA0_KWYBFG8gWPBYOCsd87SyuLTWq2V6icA,12)/),[Financial Accounting](https://www.linkedin.com/in/said-adel-b4651862/detail/skills/(ACoAAA0_KWYBFG8gWPBYOCsd87SyuLTWq2V6icA,15)/),[External Audit](https://www.linkedin.com/in/said-adel-b4651862/detail/skills/(ACoAAA0_KWYBFG8gWPBYOCsd87SyuLTWq2V6icA,17)/),[Accruals](https://www.linkedin.com/in/said-adel-b4651862/detail/skills/(ACoAAA0_KWYBFG8gWPBYOCsd87SyuLTWq2V6icA,18)/),[Cash Flow](https://www.linkedin.com/in/said-adel-b4651862/detail/skills/(ACoAAA0_KWYBFG8gWPBYOCsd87SyuLTWq2V6icA,19)/),Payroll,Cost Accounting,Tax Preparation,Bank Reconciliation,Invoicing,Sales Tax,Tax Accounting,Financial Audits,Finance,Variance Analysis,Management,Analytical Skills,Internal Audit,Budgeting,Account Reconciliation,Forecasting,Credit Analysis,Credit Control.Excellent communication and leadership skills. Confidence. Team working qualities  **REFERENCES FURNISHED UPON REQUEST** | |