Hossam

[Hossam.372815@2freemail.com](mailto:Hossam.372815@2freemail.com)

**Finance & Accounting Professional**

Detail-oriented Finance & Accounting Professional who consistently exhibits sound judgment when scrutinizing complex financial documents. Possess more than 12 years’ of insightful experience across UAE, Libya & Egypt. Excellent understanding of general accounting, financial planning and reporting, fixed asset management, payroll preparation, database administration, information systems management, payables, receivables and journal entry preparation and audit schedules. Possess inherent leadership qualities and the attention to detail necessary to ensure accurate reporting in all areas.

**~ Strategic, methodical and reliable; enjoy the challenge of resolving long-term issues, and influencing revenue positive outcomes ~**

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| Expertise in   * Internal Control * Accounts Payable & Receivables * Bank Reconciliation * Payroll Management * Financial Statement Consolidation * Variance Financial Analysis * Financial Reporting & Documentation * Treasury * Quality Management * Audit * MIS & Reports * Bookkeeping & Budgeting   Education   * **Bachelor’s Degree (Accounting and Finance),** Faculty of Commerce, Cairo University (2004) | Executive Summary   * Expertise in consolidating and preparing various reports, reconciliation statement, for evaluating differences in accounting * Proficient in preparation of financial statements, maintenance of statutory books of accounts & financial statement for quarterly & annually held audits * Extensive experience in working with Accounting Softwares, in implementing systems, procedures & manuals for preparation & maintenance of statutory books of accounts and financial statements, ensuring compliance with time & accuracy norms * Performance-driven with hands-on expertise in preparation of financial statements including Trial Balance, P&L a/c, Operating Margin, Client Outstanding, General Ledger, Receivable Management, Balance Sheets, etc. * Proficient in evaluating continually the efficiency of operational controls and procedures to maximize departmental production and minimize faults made by staff. * Visionary & decisive leader, noted for sound, practical & collaborative management style, idea generation, operational and process excellence, creative intellect and strategic insight to transform business results. Proven ability to lead cross-functional teams to maximize productivity |

Professional Experience

**ALL IN TRAVEL DMCC (AIT), DUBAI, UAE**

**Senior Accountant/ Finance Manager (Mar 2012 – Present)**

**Key Profile:** Chiefly responsible for preparing and recording asset, liability, revenue, and expenses entries by compiling and analyzing account information. Manage Budget, External & Internal Audit, Financial & Accounting Management, Relationship Management and Team Management (GL, AP, AR & Treasury).

* Managing supplier’s accounts validation, queries & payments in the Accounts Payable department and credit controller, clients’ collections & queries in the Accounts Receivables department.
* Collecting trial balance data (e.g., Assets, Liabilities, Equity, Revenue, and Expense accounts) from multiple general ledger systems, and mapping it to a centralized chart of accounts as a finance consolidation process.
* Maintaining and balancing supplier’s accounts statements & entries and the related validations transactions by verifying, allocating, posting, reconciling transactions; resolving discrepancies.
* Ensured adherence to worldwide banks laws and suppliers payment terms while processing supplier’s payments.
* Asserting and implementing the customer’s accounts according to their payments terms.
* Issuing & reconciling the customers statements of accounts & invoices along with collections chasers and following up to sustained DSO that matching with the company cash cycle.
* Maintained general ledger and prepared quarterly and / or annual schedules, payment schedules, financing schedules, income statements, balance sheets, and banking financial reports.
* Identifying bank accounts that have multi currencies such as (USD, EUR, GBP, AED, SAR, QAR, EGP, TND, and LYD) and reconciled the different in exchanges; managing treasury transactions along with the related entries and reconciliation.
* Ascertained and supervised the safe box transactions such cash receipt & payments vouchers, postdated cheques petty cash (short/ long).
* Preparing the required reconciliations of tourism operations accounts entries.
* Adjustments & treating accountings issues which created caused currencies exchange process.
* Generating & reconciling the closing accounts such as accruals, prepaid, staff petty cash accumulations and depreciation accounts.
* Maintaining general ledger by transferring subsidiary accounts; preparing a trial balance; reconciling entries.
* Authorizing the journal entries (manual & finance system) & posting to sub-ledgers.
* Summarizing financial status by collecting information; preparing balance sheet, profit and loss, and other statements.
* Protecting organization's value by keeping information confidential and avoiding legal challenges by complying with legal requirements.
* Securing financial information by completing database backups.
* Coordinating with junior accountants for preparation of audit schedules and reports.
* Responsible for the Monthly Reports to the Management, Profit & Loss Account, Balance Sheet and Cash Flows.
* In coordination with the team, managing the financial activities, reviewing & auditing internally to matching with the company procedures and internal control system to get the effectively and accuracy required.
* Processing monthly, quarterly & yearly closing processing along with the related financial report (P&L, TB & BS).
* Interacting with the external auditors and provide the information / justifications when it necessary.
* Forefending any unforeseen loss and business risk by supervising the economic situation of the currency exchange markets and studying how we can use the same to maximize the company benefit.
* Participating & established the accounting section on global Tourism system (AIT) through the components of supplier statements , Validations & payments facilities on the other hand the agent statements of account , receipts & receipts allocations facilities.

**ALNOURAN TRAVEL SERVICE, BENGHAZI, LIBYA**

**Chief of Accounts (2009 – 2012)**

**Key Profile:** Manage the accounts and the team. Analyze and prepare data and financial documents and reports for internal and external purposes in line with the company’s mission, vision, role, and goals.

* Collecting trial balance data (e.g., Assets, Liabilities, Equity, Revenue, and Expense accounts) from multiple general ledger systems, and mapping it to a centralized chart of accounts as a finance consolidation process.
* Allocated all expenditures to the appropriate general ledger accounts by maintaining a record of all transactions affecting the amount of petty cash.
* Paid invoices by verifying transaction information; scheduled and prepared disbursements; obtained authorization of payment.
* Reconciled bank accounts with multi currencies.
* Obtained revenue by verifying transaction information, identified delinquent accounts and insufficient payments and collected revenue by reminding delinquent accounts; notified customers of insufficient payments; computed charges and refunds; prepared and mailed invoices.
* Prepared financial reports by collecting, analyzing, and summarizing account information and trends, maintained accounting ledgers by posting account transactions and verified accounts by reconciling statements and transactions.
* Maintained financial security by following internal accounting controls.

Other Assignments

* **Egypt Transport & Travel service (Egytrav) Cairo, Egypt,** as Accountant (2007 - 2009)
* **Careplus for Medical insurance, Cairo, Egypt,** as Accountant (2004 - 2007)

Technical Skills

* Internet tools.
* MS Excel, power point, MS Word
* Multi Accounting & Finance programs