**Abdelsalam, CMA**



[**Abdelsalam.373143@2freemail.com**](mailto:Abdelsalam.373143@2freemail.com)

**Education**

**CMA (Certified Management Accountant) – USA.**

**CPA Candidate (Certified Public Accountant Candidate)**

Setting for first exam (FAR) in April 2018.

**Post Graduate Diploma - Cairo University.**

Major: Accounting and Auditing

Duration of study: 2 Years.

Graduation date: June 2016

**Bachelor of Commerce - Cairo University.**

Major: Accounting

Graduation date: 2007

**Experience**

**Senior Accountant 5/2014 until now.** Medical System & Consultation

* Ensure timely preparation of the financial statements and coordinates with external auditors
* Prepare quarterly, semi-annually and year-end budgeting versus actual reports along with explanations on large variances.
* Overseeing the accounts team and provide the necessary support.
* Maintain General Ledger and the monthly closing process and adjusting entries into QuickBooks Accounting system
* Prepare and participates in Income tax and VAT inspections.
* **Responsible for financial study for new Hospitals projects as follow:**
* Calculate start-up capital requirements.
* Prepare cost analysis for different departments and for the hospital as a whole.
* Prepare Breakeven analysis for different departments and for the hospital.
* Prepare payback period analysis and calculate accounting rate of return
* Calculate net present value for the project.
* Prepare Pro-Forma Income Statement and Cash Flow projections

**Cost Controller (Part-Time) 1/2015 until now.**

Royal Overseas – F&B

* Prepare and Maintain updated recipes & menu costing, and suggest selling prices
* Reviews purchasing procedures for all F&B items
* Prepare daily flash report of food costs and daily staff meals cost.‎
* Perform random test counts in the stores.
* Investigate the differences between the actual and theoretical results and report the variances to management.

**Assistant Cost Controller (Part-Time)**  **2/2014 until 1/2015.**

Royal Overseas – F&B

**Accounts Receivable Specialist**  **10/2011 until 5/2014.**

Medical System & Consultation

* Prepare and issue invoices to customers and follow-up payments and maintain clients’ records on QuickBooks Accounting system
* Preparation of weekly / monthly reports (Sales, Collections, and Aging reports).
* Posting daily transactions related to receivables on QuickBooks.
* Prepare month-end Bank reconciliation

**Accountant**  **1/2011 until 10/2011.**

Medical System & Consultation

* Issue invoices for customers.
* Prepare weekly cash position.
* Preparing month-end VAT report.
* Assist in the preparing of Balance Sheet and income Statement.

**Payable accountant**  **7/2008 until 1/2011.**

MPEG company

* Handling all accounts payable functions and coordinating Petty Cash and payments to vendors.
* Reviewing and auditing invoices and other claims for payment by using the three-way match method
* Preparing monthly checks reports and reconciles them with the bank statement.
* Maintain vendors’ files on Peachtree Accounting and correspond with vendors and respond to inquiries.

**For more details about my Professional Experiences, please visit my LinkedIn profile page:** <https://www.linkedin.com/in/abdelsalam-mahmoud-cma-1a7b8121/>

**Language Skills**

**Native language : Arabic**

**Second language: English**

* **IELTS** General overall band score: 6 Test date: 4/3/2017
* Test report number: 16EG011924MAHA001G

**Computer Skills**

* **QuickBooks**: Advanced Skills.
* **Peachtree (Sage):** Advanced Skills.
* **SAP FI** training course.
* **Tally ERP**: Basic Knowledge.
* **Microsoft Excel**: Creating a full accounting cycle include Journal Entries, General Ledger, Trial Balance, Income Statement, and Balance Sheet.
* Expert in **MS Word**
* Basic knowledge of **Microsoft SQL** and **PowerPoint.**