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Michael

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**OBJECTIVE**

A Chief Accountant position, where my technical and interpersonal skills would be employed and further enhanced.

**EDUCATION**

High School Diploma, Collége De La Salle - Frére, Cairo, Egypt, 2002

Faculty of Commerce – Cairo University (Accounting Major July, 2007)

**Work Experience**

* ***Chief Accountant May 2016 - Present***

***VTC for Vehicles Trading LLC, Dubai - UAE***

* Perform month-end accounting activities such as reconciliations and journal entries for 2 companies (VTC & MIS Metal Industries FZCO)
* Perform Financial Statements (Balance Sheet, Income Statement & Cash Flows), analysis and reporting to management as needed.
* Analyze financial discrepancies and recommend effective resolutions
* Perform Budget, monitor expenditures & analyze revenues to determine budget variances and report the same to management.
* Review and recommend changes to existing accounting procedures.
* Prepare & process payroll for companies’ employees through WPS.
* Prepare Financial Statements for external auditors reviewing.
* Cash management for the 2 companies.
* Signing cheques, bank instructions and representing the company in front of all Government institutes for the 2 companies.
* Maintaining relationship with banks officers and external auditors.
* Supervising the PRO of the companies and all the administration work.
* ***Senior Treasury Accountant May 2008 – May 2016***

***Manufacturing Commercial Vehicles, Cairo - Egypt***

* Journal entries for banks.
* Bank reconciliations.
* Reviewing the debit interest, the highest balance debit commission and other expenses with the credit facility.
* Reviewing banks letters.
* Prepare L/Gs and L/Cs.
* Banks positions.
* Assisting in cash management.
* Negotiating with banks officers in specific services and problems.
* Quoting rates with banks dealing room.
* Maintaining relationship with banks officers.
* Supervising Junior Accountants.
* Collections report for the entire group.
* Banks Balances Report.
* ***Payable Accountant September 2007 – April 2008***

***Interact Computer Stores, Cairo - Egypt***

* Make the payables checks.
* Cash application.

**COURSES**

* + Currently studying CMA (Certified Management Accountant), booked my exam for Part 1 on February 25, 2018.
  + CTP (Certified Treasury Professional) - Certificate of completion, took

my exam on April 21, 2011 with score 275 and the success from 300 points.

* + Letter of Credit and Letter of guarantee – Introduction, at the Egyptian Banking Institute.
  + Letter of Credit as per UCP 600 regulations – at MCV.
  + Planning and goal setting – at MCV.
  + Organizing skills – at MCV.
  + Controlling skills – at MCV.
  + Communication Skills – at MCV.
  + The Art of Delegation Effectively – at MCV.
  + Effective cost reduction Techniques – Insight Management training (at MCV).
  + Professional Diploma in Accounting (2007) from YAT Center.

**SKILLS**

Computer: Proficient user of MS Excel, Word, good user of SAP, good user of Comsys, excellent Internet knowledge.

Languages: Arabic – Fluent (native tongue).

English – Good (reading, writing and speaking)

French – Good (reading), fair (writing and speaking)

Interpersonal: Team player, enthusiastic, easily adaptable to people and systems, excellent communication skills, strong ethics and reliability, working under pressure, persistent and dedicated.

**HOBBIES**

Sports: Snooker, Soccer and Karting.

Intellectual: Reading, playing electric guitar and listening to music.

## Transcript and References Furnished Upon Request