ISLAM, CMA

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Nationality: Egyptian. D.O.B: 01/01/1985

**Summary**:

Certified management Accountant, with over nine years of experience, possesses multiple skills covering many financial areas such as ,bank reconciliation, ledger analysis, financial statements, budgeting,generate managerial reports,ensure compliance in addition to IFRS.

**Experience:**



**Accountant**, December 2016 to Cuurent,**British Council ,Cairo,Egypt.**

* Liaise with the HUB to clear and reconcile all bank GLs, ensure no open items aged more than 30 days.
* Extract the daily bank deposits from the bank statement and send it to all credit controllers and follow up with them to clear all unidentified receipts.
* Liaise with the bank to solve any issues related to the bank statement transactions.
* Validate calculation, documentation, and post all journals and offline payments.
* Ensure no “parked not posted” entries on SAP at the end of the month.
* Validate calculation, documentation, and post all accruals forms before the end of the month.
* Review the accrued and deferred income control accounts on monthly basis and prepare monthly income statement.
* Review all petty cash transactions, validate documentation and post parked transaction on SAP.
* Collate data and follow up on the monthly funding to cover the online payments.
* Review and analyze the trial balance on monthly basis.

**Accountant.**Jul 2009-Aug. 2015**,SAUDI BINLADIN GROUP -Jeddah, Saudi Arabia .**

* Verification, allocation, posting and reconciliation of accounts payable.
* Preparation of income statements and balance sheets, and producing budget according to schedule.
* Preparation of cash flow statements and performing cash management functions.
* Maintaining accounting controls by preparing and recommending policies and procedures.
* Preparation of reports detailing monthly expenses by cost center.
* Substantiation of financial transactions by auditing documents.
* Guidance of accounting clerical staff by coordinating activities and answering questions.
* Reconciliation of financial discrepancies by collecting and analyzing account information.
* Maintenance of financial security by following internal controls.



**Payroll Officer.** Jul 2007 to Jun 2009, **Bibliotheca Alexandrina(library of Alexandria)Alexandria ,Egypt.**Responsible for preparation and processing of monthly payroll over 2000 employees review and ensure accuracy of approved timesheets track and deduct garnishments and other payroll deductions.

* Responsible for the coordination efforts between payroll, human resources, budget and other departments to ensure proper flow and maintenance of employee data (including preparation/distribution of detailed reports, e.g. labor" home" work, overtime, leave balances, head count, and retirement contribution reports).
* Handle the administration of the electronic timekeeping system. Setup each employee, valid programs for each employee's charges; monitor submissions of approved timesheets, ensure valid data transfers to/from payroll service.
* **Education:**
* **CMA, managerial Accounting&finance: (IMA) USA.**2016
* **Bachelor of English Commerce, Major: Accounting** 2002- 2006

Faculty of commerce, Tanta University, Egypt.

LANGAUGES KNOWN: ARABIC (NATIVE SPEAKER) ,English (fluent)

Computer skills:MSoffice ,proficientin Excel,oracle ,SAP and QuickBooks.