|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | | | ***Ghareeb*** | | |
|  | | | |  |  | | --- | --- | | ***Birth Date*** | 7/ March / 1965 | | ***Marital Status*** | Married | | ***Email*** | [Ghareeb.379335@2freemail.com](mailto:Ghareeb.379335@2freemail.com) | | ***Mobile*** | +971504973598 | | ***Visa Status*** | Resident Visa | | | |
| |  | | --- | | WorkingHistory | | | | Professional Experience | | |
| |  | | --- | | ***Conformity Certification Services*** | | **working in Quality Certification field** | | **Location : Dubai** | | ***Financial Manager*** | | **From : *1- 2018*** | | **To : Today** |  |  | | --- | | ***BM TRADA-Middle East*** | | **working in Quality Certification field** | | **Location : Dubai** | | **Finance & Administrator Manager** | | **From : *11 - 2010*** | | **To : *11-2012*** | |  | | ***Al Shaali Group*** | | **working in Real estate &Aluminum's profiles manufacturing** | | **Location : Ajman** | | ***Financial Manager*** | | **From :*11 - 2009*** | | **To : *10 - 2010*** |  |  | | --- | | ***JUMA BIN SUBAIH GENERAL TRADING*** | | **Working Importing & Exporting and manufacturing animal feeds field with 4 branches plus head office.** | | **Location : Dubai** | | **Finance & Administrator Manager** | | **From :*12 - 2006*** | | **To : *02 - 2007*** | | | | | **Experience field(28 years )**  I have accumulated experience in different fields like : Construction, Trading, Food Stuff, Real Estate, , Importing & Exporting,Fertilizers and pesticides,Animal feeds, Tyres, Quality services, Manufacturing products like : Aluminum profiles, Wooden products, Iron and metal products, Ready mix concrete, Marbles products***,*** Flagstoneproducts***,***Insulated panels products.  **General Skills :**  \* Worked with international companies with branches in different countries of the world ( Multi National ).  \*I worked with large companies with several branches in different cities of the state.  \*I have experience in banking and with negotiation skills.  \*I have experience in VAT tax and other taxes.  \*I have experience in IFRS standards and IAS standards.  \*I have experience in preparing a new KPI's.  \*I have experience in the work and calculation of costs at all levels with the ability to issue a monthly report on the net profit and loss of the company according to different cost centers and according to the activity of the company.  \*The ability to analyze all financial lists and derive different financial ratios and compare them to the same in the same sector and explain the causes of negative deviation or positive from the point of view of technical and financial and economic linked to external events that keep pace with the occurrence of the same period involved and propose solutions to correct them.  \*I have the possibility of issuing financial reports on a daily, weekly, monthly, quarterly and annual basis according to the nature of the appropriate reports for each period.  \*Do not rely on fully prepared reports and rely on the design of the various reports according to which the final director of the report aims to satisfy the board of directors to present information in a manner that supports the point of view  \*Monitor and follow up the accounts of payments and receipts on a daily, weekly, monthly, quarterly and annual basis and propose possible solutions to increase the proceeds of receipts.  \*Participate in the preparation of the estimated budget of the company and follow-up comparison of the port with the scheme to determine deviations and causes.  \*Prepare the expected cash flow statement for the year based on historical data, together with the expected changes in the various items during the year, identify the times and bottlenecks and propose alternatives to financial management well in advance.  \*Help to maintain the company's fixed assets and work on how to develop and invest in them.  \*The ability to conduct feasibility studies for any future projects that the company can provide to determine the economic feasibility of starting this project.  \*I have the ability to deal with the Office of the External Auditor during the year to ensure that the financial accounts are closed smoothly by the end of the year.  \*The ability to close the accounts of the financial year and the formation of various inventory committees and the work of the usual stock settlements and follow-up completion of these accounts with the beginning of the new year to the fullest.  \*I have ability to fully cooperate and communicate with different levels of management smoothly.  \*I have the culture of Working as a team leader for financial management.  \* Interested about staff training and transfer my experience to them and creating a good atmosphere of the work environment.  \*I have the ability of working under pursuers and for additional times till night.  . | |
|  |  | | | |
|  | ***Contributions and Achievements*** | | | |
| |  | | --- | | Working History |  |  | | --- | | ***International Egyptian Center*** | | **working in Quality Consulting field** | | **Location : Egypt** | | **Finance Manager** | | **From *9 - 2016*** | | **To : *10 - 2017*** |  |  | | --- | | ***Tiba for Trading and Agencies*** | | **The company field is agriculture Fertilizers and pesticides – and they have six branches around Egypt towns, and this company consider as one of the biggest 6 companies on this field in Egypt** | | **Location : Egypt** | | **Finance Manager** | | **From : *09 - 2014*** | | **To : *09 - 2016*** |  |  | | --- | | ***Quality Experts Academy*** | | **working in Quality Consulting field** | | **Location : Egypt** | | **Finance Manager** | | **From: *11 - 2012*** | | **To : *8 - 2014*** |  |  | | --- | | ***The General Company for Manufacturing Building Materials*** | | **The Libyan government has been responsible for all housing related to all employees in the government sector in the Libyan Arab Jamahiriya in the purchase of building materials, plumbing, electricity, paint or import materials and manufacturing all the products of doors, windows, doors, marble, concrete, ready mix concrete and metal products. Execution of all construction works** | | **Location : Libya** | | **Chief Accounts** | | **From :*12 - 1992*** | | **To : *5 - 2005*** |  |  | | --- | | ***Hewedy Construction and Building Company*** | | **Working in Construction field** | | **Location : Egypt** | | **General Accountant** | | **From *4 - 1987*** | | **To : *11 - 1992*** | | | | | **\*For BM TRADA-Middle East - UAE**  • **Raised** the **profits** of the **second company** by **up to 80%** during the **first year** as well as raising the **profits of the company** by **120%** by the end of the **second year** while able to stop the loss of the **first company**, which was continuing during the last three years and achieve **a symbolic profit** and then managed to help **increase profits**for the **second year** to **exceed500 thousand UAE dirhams**.  • **Raised** the productivity of the **company's auditors and consultants** from the **average** number of **working days 7-8** per month to the **average** number of working **days 15-16** per month.  • Contributing to the **improvementof salaries** of **employees**, this contributed to increase their association with the company, and contributed to increase sales.  • Was able to modify and add tables of new performance indicators (KPI’s) were sent to the parent company in England monthly.  **\*For Al Shaali Group - Ajman**  • I managed **to stop the continuous losses** of the **Aluminum factory**, which in the last year reached **AED 5 million** and stared to **get profits of 320 thousand dirhams** during the **first five months**. But unfortunately, however, **the chairman did not follow my suggestions** regarding crisis management with the main supplier of aluminum's material and the company start to eat their profits and started **to achieve a loss of 600 thousand dirhams after 9 months.**  •We managed **to increase** the number of **apartments leased** by the tower by **10%** on a **study** submitted to the administrative officer of the tower.  • I managed **to save AED 1,250,000**as a result of bank errors when calculating loan repayment installments.  •Follow-up **payment of loan installments** after scheduling regularly **to avoid any failure** as was the case in the past.  **\*For JUMA BIN SUBAIH GENERAL TRADING - Dubai**  • **Suspension of losses** sustained during the **last three years** before joining the company and making **a slight profit** during the **first year.**  • **Achieving** a **net profit** for the **second year** of **AED 700,000.**  • **Improve** the **working environment** and improve the financial and psychological conditions of the workers while **raising** their **professional competence**.  **\* For International Egyptian Center- Egypt**  - I managed to work on the financial matters of the company and **reduce** the value of the **company's debt** by **18%** from the beginning of receipt of the job.  - Contributing to the **improvementof salaries** of effective employees, which contributed to increase their association with the company, which contributed to **increasesales** during the previous period by **36%** over the same period of the previous year, which helped to **increaseprofits** estimated at **22%** for the same period last year.    **\*For Tiba for Trading and Agencies-Egypt**  • Accessed financial management to the level of providing all required data and reports at all levels and at various periods with technical analysis of the **various annual and quarterly reports** and **identify weaknesses and strengths** and **propose solutions to avoid**that weaknesses in future periods.  • Managed to extract monthly reports of **profits and losses** in two forms. **The first** relates to the **general financial accounts** and **the second**, which is based on**cost centers**, so that the net profit and loss **match the two methods** with the other with a **technical analysis** of the reports of the quarterly determination of deviations and propose solutions for future avoidance.  • Contributed by the reports provided with the accompanying analysis of the **company's profits increased by 61%** than in the past  .  **\*For Quality Experts Academy**  Has been able to successfully sign 14 contracts and receive one of the tenders of the Industrial Modernization Center and achieve reasonable profits despite the come down of the economic conditions in the country.  **\*For The General Company for Manufacturing Building Materials - Libya**  • During the period of my work the company was able to determine the compass deviation in the economic performance of the company, which enabled the management of the company to avoid achieving losses in many times.  • With the help of one of the Libyan cadres as an IT officer in the work of a simple accounting system program in the language of the Visual Basic, it helped to reduce the time and effort and the speed and accuracy of the extraction of various financial data.  • By determining the cost of the various products technically and practically, and by reviewing the technical specialists on the various technical loading rates, I put before the sales department the sound basis that can be relied upon when determining the selling price taking into consideration the prices in the market.  • I have been able to contribute a strong supporting in the preparation and training of many of the cadres of accountants, and I am still proud of my friendship with them so far.   |  | | --- | | *Other Skills ( Education and Computer )* |  *QUALIFICATIONS:* - Bachelor’s Degree of Accounting and Auditing – Mansoura University – Egypt in 1986 with Very Good grade *OTHER SKILLS :* - Windows, Microsoft Office (Word, Excel, Power Point, Out Look and Internet).  - I have good experience accounting computer programs like Double Click, FOCUS, Tally, AL AMEEN, Peach Three, and Quick Book.  - Excellent English communication skills. |