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**Youssef**

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| Objective |
| Seeking a career in a reputable organization whereby I can build on my experience in finance, accounting and treasury operations and analysis in multinational firms and further hone my communication and interpersonal skills. |
| Professional Experience |
| From Jan.2018 **Grand Technology**  Cairo, Egypt**Regional Financial Accountant**Leading a team of two accountants supports the entities of Egypt, UAE, Yemen and Ethiopia responsible for overseeing the finances of the countries including all financial and management accounting.Responsibilities include:* Implement the ERP system by structuring the chart of accounts, cost/profit centers, financial & analysis reports.
* Apply organizational processes & workflow charts e.g. procurement and internal controls
* Maintain and update fixed asset register
* Responsible of all banks & treasury operations
* Monitor and report on accounting discrepancies
* Perform month-end and year-end close processes
* Prepare monthly, quarterly and annual financial reports
* Prepare and maintain the regional accounts in accordance with the company’s financial policies and procedures
* Gather and monitor financial data, e.g. sales revenues and liabilities
* Forecast costs and revenues
* Support the country offices to prepare the annual budget and revised forecast on an accurate timely basis
* Conduct detailed risk analysis to assess potential investments

New_Keller_logo_newsFrom Feb.2017-Dec.2017 **Keller**  Port Said, Egypt**Senior Site Accountant**A project-based Accountant, leading a team of two, responsible of all the site financial and accounting scope for Keller’s biggest project in the Middle East.Responsibilities include:* Ensure financial records are maintained in compliance with the policies & procedures
* Monitor and prepare the complete weekly performance/cost analysis report
* Continuous management and support of budget, forecast activities and cost estimate analysis
* Ensure proper coordination with site staff relating to turnover and cost matters
* Monitor and support taxation issues
* Issue and monitor customer invoice and collection processing
* Analyze financial information and prepare accurate and timely financial reports / statements to ensure accounting control procedures.
* Process all local and overseas subcontractor’s financial matters
* Responsible of all internal/external auditing related to site records

HPEFrom Sep.2012-Jul.2016 **Hewlett Packard Enterprise**  Cairo, Egypt **Senior Accountant**Leading a team of three accountants focusing on treasury operations analysis and exposure to internal/external auditors, supporting a regional entity “International Trade BV” covering the Middle East, Europe and Africa.Responsibilities include:* Participating and supporting the formulation and expansion of the regional entity by agreements settled with Global Procurement, Legal, Financial Controllers and Complaints departments
* Processing Payable Invoices and executing payments to EMEA partners from London-based banks
* Processing Receivables allocations and monitoring all funds received from EMEA customers
* Processing Intercompany Transactions and Payments to other HPE entities
* Raising and controlling Receivables manual invoices
* Maintaining database by entering, verifying, and backing up data
* Posting all AP, AR, Revenues, Expenses, Bank and Adjustments entries in SAP
* Recommending actions by analyzing and interpreting data and making comparative analyses; studying proposed changes in methods and materials
* Responsible for internal/external auditing related to work

SiemensDec.2009-Aug.2012 **Siemens**  Cairo, Egypt**Accountant**A role with exposure to various aspects of treasury accounting with a focus on P2P cycle.Responsibilities include:* Executing all foreign currency payments for Siemens Financial Services (SFS) and banks
* Invoice processing, issuing all checks and transfers to suppliers
* Petty Cash
* Reconciling Bank statements, Payables accounts and Maintaining A/P position
* Receivables collection follow up
* Controlling GL and its subsidiaries
* Preparing purchase “cost” vouchers and payment vouchers
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| Education |
| * Nov.2017. **MBA** (Master of Business Administration). Arab Academy for Science and Technology and Maritime Transport (AAST).
	+ Major: Finance
	+ Cumulative GPA: 3.7/4.0
* Jul.2009. **BA** in Business Administration. Arab Academy for Science and Technology and Maritime Transport (AAST)
	+ Major: Finance
	+ Cumulative GPA: 3.3/4.0
* 2005: Port-Said Language School. Thanaweya Amma
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| Languages |
| * English: Fluent written and spoken
* Arabic: Mother Tongue
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| Internships |
| * Summer 2009. EFG Hermes. Brokerage Department
* Summer 2008. EFG Hermes. Call Centre Department
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| Personal Information |
| * Date of Birth: Sep 9th, 1987
* Nationality: Egyptian
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| Computer Skills |
| * Excellent user of most Windows-based and MS software
* Advanced user level in SAP
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| Interpersonal Skills |
| * Excellent time management and great presentation skills
* Ability to influence and persuade
* Ability to multitask & meet constant deadline and willingness to work long hours, when necessary
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