|  |
| --- |
|  |
|  |

**Youssef**

[Youssef.379764@2freemail.com](mailto:Youssef.379764@2freemail.com)

|  |
| --- |
| 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_news  From 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   HPE  From 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   Siemens  Dec.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 |
| 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 |
| Languages |
| * English: Fluent written and spoken * Arabic: Mother Tongue |
| Internships |
| * Summer 2009. EFG Hermes. Brokerage Department * Summer 2008. EFG Hermes. Call Centre Department |
| Personal Information |
| * Date of Birth: Sep 9th, 1987 * Nationality: Egyptian |
| Computer Skills |
| * Excellent user of most Windows-based and MS software * Advanced user level in SAP |
| 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 |