**AREAS OF EXPERTISE**

* *Risk Management*
* *Internal Control*
* *Cost Management*
* *Accounting Management*
* *VAT & Taxation*
* *Financial statement Analysis*
* *Training and development*
* *Management Performance*
* *Financial Control*
* *Customer Satisfaction*
* *Product Development*
* *Production Schedule*
* *Supply Chain*
* *Recruitment*
* *Staff Training*
* *Budget*

Saleh

Financial Manager

CMA Instructor

FAR /BEC CPA Instructor

*Email:*[**saleh-394025@2freemail.com**](mailto:saleh-394025@2freemail.com)

*Nationally:* **Egyptian**

*Material Status:* **Single**

*Date of Birth:* ***01/08/1989***

**PERSONAL SUMMARY**

Currently working as a vice president and financial manager with experience of coordinating the activities of various departments concerned with the production, pricing, sales, and distribution of products & services. Comfortable working with people of all levels and having an excellent commercial approach to solving problems and developing business processes. Having proven people management skills, with the ability to manage performance and motivate staff on an individual and team level.

Always looking for a new and challenging managerial position, a one which will make the best use of my existing skills, experience and further my personal and professional development of new products as well as the production lines.

**WORK EXPERIENCE**

**Vice president /Finance and administration Manager (May 2017-Current).**

**DUBAI- UAE.**

Driving operational and financial improvements, maximizing the value of the asset base while ensuring a tight control on financial issues. Responsible for monitoring and continually improving standards of performance and quality within the operation.

**Duties:**

* Financial and administration & planning managing.
* Procurement (local and global).
* head of estimation (quotations, tenders, projects … etc.).
* Budget preparation.
* Product development; involving in product designs and approval.

**PERSONAL SKILLS**

* *Decisiveness*
* *Integrity*
* *Energetic*
* *High Communication Skills*
* *Strong Negotiator*
* *Decision Making*
* *Deep Technical Skills*
* *Key Player*
* *Productive*
* *Respect, Commitment to Deadlines*
* Sales and presales support; negotiations and closing deals.
* Inventory control, fast & slow moving items.
* Implement firm policies around recruiting, staffing, training and account management that result in top-notch client service, as well as, a positive work environment that fosters a pattern of long-term staff retention.
* Promote a positive environment for staff and identify and work with firm management to address any issues that are creating barriers to an optimal work environment for all staff.
* Provide feedback, advice and back up as needed to other members of senior staff team to ensure all senior staff has support needed to effectively run accounts and promote positive work environment.
* Attend and actively participate in senior staff meetings, offering ideas, insights and recommendations on firm policies, staffing, client service, new business and other topics that ultimately impact the overall quality of the firm.
* Effectively manage all aspects of an account team.
* Consistently demonstrate ability to successfully move into problem-solving mode whenever challenges or concerns arise.
* Work well with and demonstrate respect for colleagues at all levels and consistently contribute to a positive work environment for the entire staff.
* Take responsibility for one internal area of management (i.e., new hire orientation, tech support, new business, office moral, etc.).
* Assist in hiring new staff that ultimately prove to be excellent, long-term hires.
* Take the lead on implementing at least one internal program/procedure per quarter that improves office moral and/or contributes to staff retention.
* Submit expense reimbursement forms as appropriate.
* Submit accurate time sheets.
* Regularly update projections and manage work to meet or exceed projected revenue targets.
* Manage project budgets to maintain high client satisfaction while meeting or coming in below budget.
* Find ways to save company money by improving/streamlining internal systems or procedures.
* Identify new business opportunities, participate in new business pitches and assist in drafting new business proposals.
* Expand and/or renew existing accounts.
* Maintain an extensive network of nonprofit and foundation connections that can be tapped for new business outreach, issue expertise, etc.
* Develop and conduct trainings, including regular Spitfire trainings such as the Smart Chart as well as niche areas of expertise, such as collaterals or policy maker relations.
* Successfully run multiple accounts simultaneously, including managing work plans, client expectations, and internal staffing to ensure project is consistent with time and scope in the contract.
* Show impeccable client service as demonstrated by at least one positive, unsolicited remark from a client per month as well as positive reviews from clients when firm management makes periodic check-in calls.
* Develop relationships with vendors or contractors that represent a variety of fields (media, policy, design, Web, etc.) and can be used on projects as needed.

**Chief Accountant (Dec. 2015 – May 2017**

**(DUBAI -UAE)**

**Duties:**

* Obtain and maintain a thorough understanding of the financial reporting and general ledger structure.
* Ensure an accurate and timely monthly and year end close.
* Ensure the timely reporting of all monthly financial information.
* Assist the controller in the daily requirements.
* Ensure the accurate and timely processing of positive pay transactions.
* Ensure the monthly and quarterly bank compliance activities are performed in a timely and accurate manner.
* Supports budget and forecasting activities.
* Develop and implement policies and procedures with emphasis on internal controls.
* Ensure risk management procedures bases on the group corporate governance and risk management policies.
* Collaborates with the other department managers to support overall department goals and objectives.
* Monitors and analyzes department work to develop more efficient procedures and use of resources while maintaining a high level of accuracy.
* Advises staff regarding the handling of non-routine reporting transactions.
* Responds to inquiries from the general manager, the Group CFO and accounting manager, group controller and other managers regarding financial results, special reporting requests and the like.
* Supervise the general ledger group to ensure all financial reporting deadlines are met.
* Supervisor of corporate services division, this includes HR-management, IT-services & facility management.
* Assist in development and implementation of new procedures and features to enhance the workflow of the department.
* Provide training to new and existing staff as needed.
* Work with each direct report to establish goals and objectives for each year and monitor and advice on the progress to enhance the professional development of staff.
* Support cost analyst with special projects and workflow process improvements.

**Financial Accountant (Jan 2013 – Dec2015)**

**Dubai**

**Duties:**

* Recruit, manage, and oversee all accounting departments; work with other accounting managers.
* Create accounting strategies to maximize profits.
* Manage payroll and taxes.
* Regularly examine financial statements and ensure they are accurate and free of any errors.
* Organize and update financial records; monitor all bookkeeping.
* Analyze accounts and suggest improvements to reduce costs and increase profits.
* Make sure all financial data adheres to current tax laws and regulations.
* Keep company accounts information confidential.
* Stay abreast on industry changes and current tax/accounting laws.
* Prepare, manage and present monthly reports.

**Junior Accountant (May2011-Oct2012).**

**Doha-Qatar**

**Duties:**

* Control accounting, financial and administrative department in the company and working on sound coordination between these departments without conflict between them and maximum utilization of their issued reports, and analyze then submit them to the top management.
* Develop a payroll system.
* Analyzing and studying financial statements, preparing the plans to know positive and negative aspects and evaluation of financial and operational fact of company’s projects.
* Realizing financial needs of the company, projects and preparing total financial plans (long and short term).
* Determining the optimum size of investment in current and fixed assets, which effect their results, the future’s company projects, following up seniority of fixed assets and the extent of their contribution efficiently on operational process and taking decisions on their replacement or renewal if necessary.

**KEY SKILLS AND COMPETENCIES**

* Proven ability to lead, motivate and build successful teams.
* Understand all legal, regulatory, information security and compliance requirements.
* Proven influencer & negotiator.
* Achieving targets in a dynamic and complex business environment.
* Able to manage and develop a diverse group of highly skilled people.
* A pragmatic approach to getting the required results.
* Ability to manage operations within budgetary constraints.
* Building and maintaining strong and effective relationships with suppliers and customers.

**ACADEMIC QUALIFICATIONS**

* Bachelor of Commerce / Accounting

**REFERENCES**

* Available on request

**NOTICE PERIOD**

* 1 month