

**Isaac**

[**Isaac.69131@2freemail.com**](mailto:Isaac.69131@2freemail.com)

|  |  |
| --- | --- |
| Objective | Seeking a Challenging position in a well established organization, with opportunities for growth & career development, utilizing my previous experience, skills and educational background |
| Personal Information | * Marital status: Married * Nationality: Egyptian * Date of Birth: 1ST, June, 1977 * Place of Birth: Imbaba, Giza, Egypt   **Have a valid Omani driver license** |
| Education | [2003] Bachelor of Commerce Accounting Department  Cairo University, Egypt |
| Military Status | * Exempted |
| Languages | * **Arabic:** Mother Tongue * **English:** Good command in Reading, writing and speaking |
| Managerial Skills | * Leadership and ability to motivate staff. * High-developed problem solving skills. * Well-developed interpersonal communication skills. * Ability to work under pressure * Friendly team work player |
| Computer Skills | * Windows XP,MS Word 2007, Excel 2007, MS Power point 2007,Internet * Good deal with accounting software like sun micro system, Tally & Quick Books. |
| Course | * Accounting for construction companies, in Egyptian Group for Accounting and Auditing * Financial & Managerial Accounting at Arado. |
| Experience | **[March 2009/Present] Muriya Tourism Development, Oman (Muscat)**  **Subsidiary from Orascom Hotels & Development**  **Chief Accountant – Construction Sector**   * Supervision Construction GL (reviewing invoices and booking JVs: inventory, direct cost, fixed asset & general expenses) * Supervision fixed assets register (excel & system) * Supervision & follow up inventory and coordinate with store control department. (inventory reconciliation and adjustment) * Handling Cash Flow and Supervision Bank accounts (daily cash position, monthly bank reconciliation, LC, LG & Monthly Cash Flow) * Maintaining insurance register for controlling prepaid and booking (life, medical, motor, marine, general accident & all risks) * Supervision inventory costing JVs allocating on cost centers. * Monthly closing for overheads (site / head office) & Service Stations * Audit Payrolls * Quarterly and yearly preparing financial statements (BS, IS, CF) * Top Management reports. * Coordinate with audit office quarterly and yearly.   **[May 2008/January 2009] American Steel Buildings, Oman (Muscat)**  **Senior Accountant**   * Prepare Financial Statement * Follow up Auditing office * Follow up Accounts Receivables / Payables * Follow up Bank accounts, LG, LC and credit facility * Prepare Job Costing * Prepare Budget * Book keeping daily accounting transaction   **[June 2007/April 2008] Business and Trade company , Oman (Muscat)**  **Construction and Decoration**  **Senior Accountant**   * Handling daily accounting transaction for accounts payable and banking * Controlling cash * Prepare Bank reconciliation * Prepare financial statements * Prepare Budget and project costing   **[Jan. 2005/ May 2007] Garrana for Construction and Building, Egypt (Cairo)**  **Accountant**   * Controlling cash * Handling daily accounting transaction * Prepare Budget and job costing   **[Sep. 2004/ Dec. 2004] Small Shop for Mobiles (Private Work)**  **Manager**   * Controlling cash * Supervising purchasing * Maintenance Work   **[May 2004/ August 2004] Porcelain & Ceramic Al Amir Cairo**  **Accountant**   * Accounts receivable * Auditing invoices * Bank accounts   **[Sep 2002/ April 2004] Alico Egypt for Aluminium works**  **Subsidiary from Orascom Construction & Industries**  **Site Accountant** in Golden Pyramids Plaza Project (City Stars) Cairo   * Supervising purchases * Controlling petty cash * Preparing the monthly payroll * Check bills for additional work for subcontractor * Administration work   **[Dec 2001 / April 2002] United bank of Egypt Main Branch**  Certificates Department   * Receiving applications from clients (telephones-counter) and booking the application to the system and issue the certificate. * Describe the activity of the bank and solve any problem opposite the customer.   **[1999] Freedom travel Cairo**  Accountant   * Cashier. * Payroll. |