

**Isaac**

**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.
 |