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|  |  **Said**  **Chief Accountant** **Said.372171@2freemail.com** |
| **Date of birth: July 24 1983****Place of birth: Cairo, Egypt****Nationality: Egyptian****Military status: Exempted****Marital status: Married*****Techno Clim for Import and Export****, Morocco ,Casablanca***10-2016 : 02-2017*****Great Local Company Universal Engineering For Home Appliances*** *, Egypt,Cairo***06-2009 : 08-2016*****Global Freight Systems*** *, Egypt,Cairo***02-2009 : 06-2009*****UCMAS Egypt****, Egypt,Cairo****04-2006 : 12-2008******Chartered Accountant Hassan Hikal Office for Accounting and auditing*** *Egypt,Cairo***09-2005 : 12-2006*****Chartered Accountant*** *Office Rizk Wadid & Wadid Rizk Egypt,Cairo* **2001-2004** | **About Me & MY Objective** |  |
| I Am Working As Chief Accountant and senior Accountant . i have 12 Years experience with 8 years of experience in financial management ,Retail and Home Appliance manufacture in a great local company in Egyption Named Universal Engineering For Home Appliances and i leave it to join another Company in Morocco .i join a Company for Import And Export there .and i had to leave my work for Political problems between our two countries, i Had started my career As Auditor with Certified Public Accountant .I spent 2 years as A trainee and more than one year As A worker Auditor before i join my first position As a senior Accountant in Ucmas Egypt that i spend 2 years and half in it .My opjective is I looking forward to completing my MBA studies because i had to stopped it for some reasons. My job as a professional is providing financial information to management by researching and analyzing accounting data; to gain experience at your company, using my analytical skills and commitment to perform quality work. Seeking a challenging position in your company where I can enhance my skills and experience |
| **Work experience** |  |
| **Chief Accountant** **A description of my job role and achievements goes here.*** Manage all-important process and all contracts with our suppliers in China and Egypt and Europe.
* Manage all financial process for the import.
* Manage the treasury and banking Full cash.Manage the expenses.
* Manage the invoices and sales and distribution or sales locally.
* Manage the collection process. Manage taxes and custom
* Ensures smoothly audits required by the local tax authorities
* Manage receivables account and payables accounts.
* Manage local suppliers and international. Manage payroll.
* Manage stock house and inventory.
* Manage Documentary Credits.
* Manage the journal entry and all financial statements.
* Prepare the financial analysis for the company. Manage cost account process
* Responsible for the monthly closures
* Prepares an annual statement
* Prepares the assignments of accounting documents and on accrued ba
* Organize financial audits for the legal entity
* Responsible to coordinate with local banks
* Responsible for the banking transactions on site
* Ensures and monitor all corporate structures, laws and legal requirements as they are needed for each country and legal entity
* Prepares budget application, monitoring, controlling & reporting
* Responsible for analyzing and reviews on monthly reports
* Ensure accuracy of document flow, signature competency and other applicable guidelines
* Ensures liquidity planning for the entity

**Senior Accountant (Supervisor)****A description of my job role and achievements goes here.*** Supervise the accounting process & information accuracy.
* Monthly and yearly closing performing taking into consideration the adjustments, balances confirmation & functional external audit.
* Prepare cost center by analyzes costing per product and its effect on Profit and Loss Accounts, controlling inventory.
* Prepare and compiling monthly financial statements, expenditure analysis, and a budget control to ensure transparency within departments.
* Manage payments, monitor other expenditures, and report major variances.
* Assess financial reporting systems, accounting, procedures and investment activities and make recommendations for changes to procedures.
* Supervise on the branches, fairs, Upper Egypt, Delta, Chanel and saynay, employed receivable, End user customers.
* Accounting receivable Supervisor.
* Supervise the Invoicing, Manage consumer statements.
* Handle the accountant by SAP program, Handling balances and transactions on SAP program, preparing journal on SAP.
* Control on customer’s commissions and discounts.
* Handle consignment accounts.
* Manage other affiliate accounts in the group of universal company's group.
* Share in and preparing financial analyze of the company.
* Monitor and analyze monthly operating results against budget with supporting Schedules and presenting findings and recommendations to the top management.
* Share in preparing financial statement.
* Manage tax dealing.
* Credit Control.
* Responsible for analyzing and reviews on monthly reports
* Ensure accuracy of document flow, signature competency and other applicable guidelines
* Gives support to head of market controlling while preparing budgeting and forecasting
* Prepares the monthly tax report
* Inventory adjustments

**Chief Accountant****A description of my job role and achievements goes here**.* Prepare financial statement, journal entries, income Statement, cash flow and the full package in general accounting.
* Manage shipment accounts and Handling it with Freight delegates.
* Cash handle and deposits of staff as well as regular spot checks on cashier tills.
* Monitor and analyze monthly operating results against budget with supporting Schedules and presenting findings and recommendations to the top management.
* Manage cost control, accounts receivable, banking and other related tasks.
* Manage Daily sales reports as well as monthly and yearly reporting within deadlines, Invoicing, Manage consumer statements and handling the contracts between company and customer.
* Maintain local banking relationships including negotiating facilities agreements and ensuring that such activities were carry out with planned period and in context with general financial plans, targets and interest.
* Manage branches accounts in airports and ports and auditing.
* Responsible for tax dealing
* Share in financial analyze of the company.
* Share in preparing payroll for all company employed.

**Senior Accountant And Assistant Financial Manager****A description of my job role and achievements goes here**.* Prepare financial statement, journal entries, income Statement, cash flow and the full package in general accounting.
* Cash Control and deposits of staff as well as regular spot checks on cashier tills.
* Monitor and analyze monthly operating results against budget with supporting Schedules and presenting findings and recommendations to the top management.
* Manage cost control, accounts receivable, banking and other related tasks.
* Daily sales reports as well as monthly and yearly reporting within deadlines, Invoicing,
* Manage consumer statements and handling the contracts between branches and franchise.
* Handle balances and transactions with the head office in Malaysia.
* Manage branches balances and transactions in Egypt and Middle East also,
* Handling balances and transactions with the head office in Malaysia and handling the contracts between branches and franchise.
* Maintain local banking relationships including negotiating facilities agreements and ensuring that such activities were carried out with planned period and in context with general financial plans, targets and interest.
* Manage tax dealing and auditing the branches and franchise.
* Share in financial analyze of the company.
* Share in prepare payroll for all company employed.

**Auditor****A description of my job role and achievements goes here**.* Prepare draft audit reports expressing objective opinion about adequacy and effectiveness of the system of internal control within which audit activities were carry out.
* Prepare general journal, Preparing American journal.
* Prepare American journal, preparing trial balance.
* Prepare the closing entries.
* Share in preparing balance sheet, Establishing sheets on Excel for all kinds of accounts
* Responsible for tax dealing
* Share auditing accounts companies and firms.
* Share design an accounting system for services institution&internal controlling system

**TRAINING**  Trainee Auditor at Chartered Accountant office Rizk Wadid & Wadid Rizk, Nasr City, Cairo, Egypt, from 2001 up till2004.* Audit the firm’s accounts & their entry.
* Record the transaction in the general ledger & in the analysis journal
* Share in preparing balance sheet & tax returns
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| **Education** |  |
| **Bachelor of Commerce, 2001-2005***Ain Shams University, Egypt , Cairo*Major: AccountingA Score : 669.5/960 (Good Degree) **Language Course , 2002-2004***Military Institute of learning Language, Egypt , Cairo* Course: English Good Knowledge of English * writing : Advance
* speaking : Advance

**Microfofte Course , 2005***Arab Contractors Computer center*Course: EXCEL & ACCESS COURSES**SAP Accounting User Course , 2009***Cis Company* Good Knowledge of SAP Program |
| **Skills**  |  |
| Microsoft Office (EXCEL & ACCESS & Power Point &Aout Loook & Word) *advanced* SAP Accounting - *advanced* |
| **Qualifications** |  |
| Accounting, Reporting Skills, Attention to Detail, Deadline-Oriented, Reporting Research Results, Confidentiality, Time Management, Data Entry Management, and General Math Skills, [Accounting](https://www.linkedin.com/in/said-adel-b4651862/detail/skills/%28ACoAAA0_KWYBFG8gWPBYOCsd87SyuLTWq2V6icA%2C2%29/?lipi=urn%3Ali%3Apage%3Ad_flagship3_profile_view_base_skills_details%3BhovzrxL3QU6P9bWSBvtRYA%3D%3D&licu=urn%3Ali%3Acontrol%3Ad_flagship3_profile_view_base_skills_details-edit_endorsements),[General Ledger](https://www.linkedin.com/in/said-adel-b4651862/detail/skills/%28ACoAAA0_KWYBFG8gWPBYOCsd87SyuLTWq2V6icA%2C3%29/),[Auditing](https://www.linkedin.com/in/said-adel-b4651862/detail/skills/%28ACoAAA0_KWYBFG8gWPBYOCsd87SyuLTWq2V6icA%2C13%29/),[Financial Reporting](https://www.linkedin.com/in/said-adel-b4651862/detail/skills/%28ACoAAA0_KWYBFG8gWPBYOCsd87SyuLTWq2V6icA%2C14%29/),[Fixed Assets](https://www.linkedin.com/in/said-adel-b4651862/detail/skills/%28ACoAAA0_KWYBFG8gWPBYOCsd87SyuLTWq2V6icA%2C7%29/),,[Journal Entries](https://www.linkedin.com/in/said-adel-b4651862/detail/skills/%28ACoAAA0_KWYBFG8gWPBYOCsd87SyuLTWq2V6icA%2C9%29/),[Financial Statements](https://www.linkedin.com/in/said-adel-b4651862/detail/skills/%28ACoAAA0_KWYBFG8gWPBYOCsd87SyuLTWq2V6icA%2C10%29/),[InternalControls](https://www.linkedin.com/in/said-adel-b4651862/detail/skills/%28ACoAAA0_KWYBFG8gWPBYOCsd87SyuLTWq2V6icA%2C4%29/), [Tax](https://www.linkedin.com/in/said-adel-b4651862/detail/skills/%28ACoAAA0_KWYBFG8gWPBYOCsd87SyuLTWq2V6icA%2C5%29/),[Accounts Payable](https://www.linkedin.com/in/said-adel-b4651862/detail/skills/%28ACoAAA0_KWYBFG8gWPBYOCsd87SyuLTWq2V6icA%2C6%29/),[Accounts Receivable](https://www.linkedin.com/in/said-adel-b4651862/detail/skills/%28ACoAAA0_KWYBFG8gWPBYOCsd87SyuLTWq2V6icA%2C8%29/),[Income Tax](https://www.linkedin.com/in/said-adel-b4651862/detail/skills/%28ACoAAA0_KWYBFG8gWPBYOCsd87SyuLTWq2V6icA%2C11%29/),[Financial Analysis](https://www.linkedin.com/in/said-adel-b4651862/detail/skills/%28ACoAAA0_KWYBFG8gWPBYOCsd87SyuLTWq2V6icA%2C12%29/),[Financial Accounting](https://www.linkedin.com/in/said-adel-b4651862/detail/skills/%28ACoAAA0_KWYBFG8gWPBYOCsd87SyuLTWq2V6icA%2C15%29/),[External Audit](https://www.linkedin.com/in/said-adel-b4651862/detail/skills/%28ACoAAA0_KWYBFG8gWPBYOCsd87SyuLTWq2V6icA%2C17%29/),[Accruals](https://www.linkedin.com/in/said-adel-b4651862/detail/skills/%28ACoAAA0_KWYBFG8gWPBYOCsd87SyuLTWq2V6icA%2C18%29/),[Cash Flow](https://www.linkedin.com/in/said-adel-b4651862/detail/skills/%28ACoAAA0_KWYBFG8gWPBYOCsd87SyuLTWq2V6icA%2C19%29/),Payroll,Cost Accounting,Tax Preparation,Bank Reconciliation,Invoicing,Sales Tax,Tax Accounting,Financial Audits,Finance,Variance Analysis,Management,Analytical Skills,Internal Audit,Budgeting,Account Reconciliation,Forecasting,Credit Analysis,Credit Control.Excellent communication and leadership skills. Confidence. Team working qualities**REFERENCES FURNISHED UPON REQUEST** |