

# FATHY SHAABAN HASHEM



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## CAREER SUMMARY

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Hands-on, dedicated professional with over 18 years of experience in Finance ( Accounting & Budgeting & Planning & Auditing & Analysis ) Full understanding of Different Business cycles (retail & wholesale & Real state& Construction )  
Full Understanding Accounting Cycle ( Cash Management & Planing & Forecast & Audit & Account Payable & Account Receivable & General Ledger )  
Certified Management Accountant

## Education

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2000-2004  
Cairo, Egypt  
Cairo University  
Faculty of Commerce, Accounting Dept.  
Grade: Good

## SKILLS

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### Certificates:

ISO 9901

### Soft Skills at PMEC (Professional Management Expertise Center)

- ✓ Communication skills.
- ✓ Team working.
- ✓ Problem-solving and Decision making.
- ✓ Technical and Business Writing.
- ✓ Presentation skills.
- ✓ Basic marketing.
- ✓ Basic sales.
- ✓ Customer service.

**Basic Business Skills Acquisition (BBSA) Cairo, Egypt**  
*Sponsored by the Future Generation Foundation (FGF)*

### **Training**

*Developed Language and Computer Skills*

*Enhanced Presentation & Project Development Skills*

*Acquired Basic Business Skills including Marketing, Sales, Banking, Accounting, Business Correspondence, and Report Writing.*

### **Language Skills:**

*Native language Arabic*

*Excellent command of both written and spoken English*

## **EXPERIENCE**

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May 2009 – Current  
Doha, Qatar

### **Electrowat MEP**

#### **Accounting Manager**

Oversee and manage the general accounting functions, including, but not limited to:

accounts payable, accounts receivable, general ledger, and taxes

Help with quarterly and year-end financial audit activities and the annual corporate financial controls audit

Assess current practices and procedures, and make recommendations for improvements

Prepare, review, and analyze financial statements to ensure accuracy and completeness

Perform ad hoc analysis and projects as requested

Supervise and/or manage general ledger accounting functions

Develop staff by managing performance, setting goals, providing ongoing training, and maintaining strong employee relationships

Work with external auditors to ensure correct and timely closing and reporting at year-end

Manage and oversee the daily operations of the accounting department including:

month and end-year process

accounts payable/receivable

cash receipts

general ledger

payroll and utilities

treasury, budgeting

cash forecasting

revenue and expenditure variance analysis  
capital assets reconciliations  
trust account statement reconciliations,  
check runs  
fixed asset activity  
debt activity  
Monitor and analyze accounting data and produce financial reports  
or statements  
Establish and enforce proper accounting methods, policies and  
principles  
Coordinate and complete annual audits  
Provide recommendations  
Improve systems and procedures and initiate corrective actions  
Assign projects and direct staff to ensure compliance and accuracy  
Meet financial accounting objectives  
Establish and maintain fiscal files and records to document  
transactions

May 2007- May 2009  
Doha, Qatar

**TAB Engineering**

### **Chief Accountant**

#### **Main Duties and Responsibilities:**

1. Supervise and allocate the work of the Accountancy Section to ensure that all tasks are completed within prescribed timescales.
2. Contribute to the preparation of the annual revenue and capital budgets, monitoring of financial performance and completion of the annual accounts.
3. Provide support on accounting matters relating to the Housing Revenue Account including budget preparation, monitoring, production of final accounts and financial advice.
5. Assist with the planning, testing, training, implementation and review of all aspects of

computerized financial systems.

6. Ensure the effective operation of the Creditor Payments functions.
7. Ensure the Treasury Management and Banking functions operate in accordance with legislative, regulatory and organizational requirements.
8. Complete grant claims and other returns in line with agreed timescales.
9. Provide financial input into reports to Committees and other working groups as required.
10. Provide financial information for managers and other staff as required.
11. Identify any training and development requirements within the Accountancy Section and ensure that these are met.
12. Arrange and conduct training on accountancy or financial systems issues as required.
13. Interpret legislative and regulatory requirements where necessary and ensure any resulting amendments to processes or procedures are implemented.
14. Represent the Deputy Chief Executive at Committee meetings as required.
15. Deputise for the Head of Finance Services as required.
16. Carry out any other duties that are within the scope and grading of the post which could also be requested by the line manager or Head of Service.

May 2004- Oct 2007  
**Auditing**  
Cairo, Egypt

**RSM International - Magdy Hashesh for**

**Senior Auditor**

Researching companies in detail prior to commencing the auditing process.

Planning financial audits of businesses from start to finish.

Collecting, preparing, and organizing physical and digital documentation for auditing processes.

Identifying key areas and issues for further investigation and analysis.

Assessing core business competencies and valuations.  
 Evaluating figures, accounts, and statements with other auditing clerks, internal auditors, and tax officers.  
 Verifying documents, figures, and account details for auditing.  
 Assisting other stakeholders in determining valuations, figures, and projections.  
 Compiling and presenting findings in written and verbal forms to senior members of the auditing team.  
 Recommending and advising on subsequent actions and processes to be undertaken by the business

**Responsibilities for Accounting Manager**

Oversee and manage the general accounting functions, including, but not limited to: accounts payable, accounts receivable, general ledger, and taxes  
 Help with quarterly and year-end financial audit activities and the annual corporate financial controls audit  
 Assess current practices and procedures, and make recommendations for improvements  
 Prepare, review, and analyze financial statements to ensure accuracy and completeness  
 Perform ad hoc analysis and projects as requested  
 Supervise and/or manage general ledger accounting functions  
 Develop staff by managing performance, setting goals, providing ongoing training, and maintaining strong employee relationships  
 Work with external auditors to ensure correct and timely closing and reporting at year-end

2002- 2004  
 Cairo, Egypt

**Sayed Diab for Auditing**

**Training**

**INTERESTS**

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Surf the internet, Learn new technologies, and Football.

**PERSONAL INFORMATION**

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Date of Birth: 21/01/1982

Marital Status: Married.

Military Status: Exempted.