



Mohamed Abdelwahab Hassan

Chief ACCOUNTANT

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ARTICLE I.

BA of Commerce

Cairo university Major: Accounting.

EDUCATION:

Year: 2002

ARTICLE II.

- 1] Sap
- 2] Microsoft Dynamics AX
- 3] Advanced expertise in Microsoft Office Tools, including, Excel, WORD
- 4] Ability to utilize proprietary package tracking and reporting technology and tools

IT KNOWLEDGE:

ARTICLE III.

English - Good

LANGUAGE:

ARTICLE IV.

Seeking to expand my experience and having a challenging position where I can utilize my potential of education in your prestigious organization.

CURRENT JOB:

Chief ACCOUNTANT IN **Modern Retailers - SEOUDI Group** from 2014-NOW
Modern Food & Beverage



RESPONSIBILITIES: include the following; other duties may be assigned

- ❖ Preparing full pack of financial statements on a monthly basis, Budgeting, Monthly forecasts represent the financial information comparing with budget and analysis to the board of directors, and Capital budget
- ❖ Controlling company cash flow and bank accounts to obtain the optimal level of liquidity
- ❖ Full responsibility for dealing with internal audit committee, external auditors, Tax authority and other governmental agencies

- ❖ Ensure segregation of approvals/authorization and control over all company financial cycles.
- ❖ Working capital optimizing, daily cash forecasting, working relationship with banks, bank charges reducing and know how to reduce financial cost charges.
- ❖ Authorizes accurate and timely processing of all payments.
- ❖ Responsible for transferring funds as required to ensure Bank balances are being utilized to optimum
- ❖ Preparing yearly, monthly weekly and daily cash forecasting
- ❖ Prepare monthly, quarterly, yearly reporting (P&L-Balance Sheet) compliance of accounting procedures
- ❖ Record and flow up all fixed assets of the company and make monthly fixed assets reports.
- ❖ External audit preparation & Internal audit management experience.
- ❖ Responsible for all banking duties, Bank reconciliations and developing and maintaining effective banking relationship
- ❖ Compiles and analyses financial information to prepare entries to accounts, such as general ledger accounts, documenting business transactions.

COST ACCOUNTANT

- ❖ Reported on breakeven points, margins, and periodic variances by products and work centers
 - ❖ Set standard costs for all products and directed the implementation of cost accounting methods and activities
 - ❖ Responsible for Standard Cost calculations and analyses of all production costs in the companies
 - ❖ Feasibility Study of New Brands and Determining the Feasibility of the Project
- **Chief accountant** at **Scientech** oil field supply *from 2011-2014*
- 1) **RESPONSIBILITIES:** include the following; other duties may be assigned
 - ❖ Prepares financial statements and other reports to summarize and interpret current and projected company financial position (BALANCE SHEET & P & L STATEMENT; CASH FLOW STATEMENT STATEMENT OF CHANGE IN SHAREHOLDER EQUITY)

- ❖ **Monitors compliance with generally accepted accounting principles (GAAP) and company procedures.**
- ❖ **Oversee the operations of all accounting functions including Accounts Payable, Accounts receivable, Treasury, Fixed Assets, bank reconciliations ,Payroll, Month end accruals and provisions ,Responsible for year-end closing**
- ❖ **Work with both internal and external auditors during financial and operational audits**
- ❖ **Assist in organizing the preparation and attending of company Tax inspections**
- ❖ **Assist in preparing the draft of the annual tax declaration & review the final annual Tax declaration prepared by KPMG**
- ❖ **Prepare the monthly sales tax declaration and the quarterly withholding tax and fiscal stamp**
- ❖ **Review and ensure the accounting transactions are in line with relevant accounting and internal control procedures and propose adjustment entries when necessary;**

❖ ***Supervising & Controlling Payable work and all types of payments,***

- A) Reviewing payment vouchers, payment certificates & Invoice Verification Certificates.
- B) Check & verify prices, calculations and other details of invoice related to PO/Contract
- C) Ensure that all payment certificates are approved as per Authority Matrix.
- D) Finally reviewing the recording of the document in BAAN and controlling them.

❖ ***Applying Fixed Asset principles, procedures and Practice***

- A) Supervising the Recording, Tagging & safeguarding of fixed Assets.
- B) Applying Fixed Assets depreciation policy as per approved policy.
- C) Monitoring addition, retirement and disposal policy of the fixed assets
- ❖ Analyzes the cash flow plans to ensure maintaining adequate liquidity, taking into consideration provisions for contingencies and evaluates the finance needs of the company and suggests sources of funding.
- ❖ Studies, analyses and recommends better ways to invest the Company's funds.
- ❖ **Oversee the operations of all accounting functions including Accounts Payable, Accounts receivable, Treasury, Fixed Assets, bank reconciliations ,Payroll, Month end accruals and provisions ,Responsible for year-end closing**

- ❖ Coordinate monthly closing process and reconciliation of general ledger accounts
- ❖ Prepares, maintains control, and is responsible for subsidiary accounting records involving a variety of transactions and accounts

WORK EXPERIENCE:

- Senior sales Accounting executive at **Guest Supplies** for plastic products manufacture
- Collection team leader at **IACC** (International appraisal and collection company) at **CIB bank**
- Accountant and purchasing manager at **Islamic architect company** for contracting and trading in **Doha , Qatar**
- sales Accounting executive at **ARMA** company for food industry [from Sep 2005-till March 2006]
- Running my own computer shop with partnership with a friend in **Technology mall for computer spares**

TRAINING AND SKILLS:

- Bank training in National Kuwait Bank for a month [from May 2004 – till June 2004 .

PERSONAL SKILLS :

- Work under pressure
- Hard worker
- Learn fast
- Have ability to lead a team and to be part of team
- High production rate
- Highly level of accuracy

- Excellent interpersonal skills
- Detailed oriented with excellent organization skills
- Excellent communication skills

PERSONAL INFORMATIONS :

- Nationality : Egyptian
- Date of birth : 3/5/1978
- Marital status : Married
- Military service status : Exempted
- Driving license :local and having my own car

CREDENTIALS ARE AVAILABLE UPON REQUES

MOHAMED ABDELWAHAB HASSAN

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