**Curriculum Vita**

**PERSONAL DATA**

**Profession:** Public Accountant

**Date of Birth:** 12 December 1961

**Nationality:** Egyptian

**Marital Status:** Married with dependent children

**Address:** 2 A. Ahmed Said St., Abassia, Cairo, Egypt

**Tel. No.:** (202)-24864897 – (202)-4844799 –

**Mobile Phone**: +2 01223306671 & +2 01270000577

**Email:** msap61@yahoo.com

**SKILLS LANGUAGE:**

**Arabic:** Mother tongue

**English:** Excellent Command of English both writing and speaking.

**Computer:** Microsoft Applications (Excel, Word etc,).

**EDUCATION**

* MBA from the *Arab Academy* for Science Technology & *Maritime Transport.*
* Member of the Egyptian – Society of Accountants and Auditors.
* Certified Accountant ( R.A.A No. 8382 )
* B. Commerce, Ain Shams University, May 1983.

**EXPERIENCE:**

1. **Employers**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Employer Name** | **Position** | **Work Type** | **Starting date** | **Resigning date** |
| Holding Company for Water and Wastewater | Head of Finance & Reporting | Financial Reporting | 2010 | Till Now |
| Holding Company for Water and Wastewater | Head of Subsidiaries’ Management Performance Affairs | Management Consulting Services (MCS) | 2006 | Till 2010 |
| Egyptian Metal Works Co. | Financial Manager | Financial Accounting | 2002 | 2006 |
| I H A & ALUGLASS (Member of Dr. Ahmed Bahgat Industry group). | Financial Manager | Financial Accounting | 2000 | 2002 |
| Heida Consultants (Public Accountants & Management Consultants). | Financial Consultant | Management Consulting Services (MCS) | 1998 | 2000 |
| Sinai Company for Tourism Development. | Chief Accountant | Financial Accounting | 1997 | 1998 |
| M. Abd Allah Helah & Co. (Public Accountants Member of Grant Thornton International). | Audit Manager | Auditing | 1995 | 1997 |
| Zarrouk, Khaled & Co. (Public Accountants Member of Ernst & Young International). | Supervisor | Auditing | 1991 | 1995 |
| Abdel Aziz Hegazy & Co. (Public Accountants) – Horwath International Cairo Office (Public Accountants). | Senior Accountant | Auditing | 1989 | 1991 |
| Fadl Nassif Office (Public Accountant). | Accountant | Auditing | 1988 | 1989 |
| Raghab, Aboud & El Gamal (Public Accountant). | Accountant | Auditing | 1986 | 1988 |
| M. Abdel Samie Hassan Office. | Accountant | Auditing | 1984 | 1986 |

**Assignments and Achievements**

1- Financial Accounting

Responsible of the general accounting process and fixed assets, reporting directly to the Chief Financial Officer (CFO)

The main functions and target responsibilities are:

* Execution of the financial plans and the strategies of the company.
* Reporting the financial activities’ results and the profit projections.
* Bookkeeping and producing of the financial reports required as well as statutory financial statements.
* Preparing the financial reports and analysis to the external auditor.
* Preparing the liquidity reports and presentation of the cash flow statements.
* Debts collection and treasury management.
* Stock control.
* Supervision and following up the related accounting functions.
* Supervision of the physical stock count and its periodical evaluation.
* Supervision of the preparation of the fixed assets registers.
* Reporting on the compliance of the company’s strategies.
* Coordinating with internal audit team for periodically reviewing of the internal audit procedures and systems.
* Following up of the credit limits, the collection periodically to decide any required control procedures.

2 - Cost Accounting

* Perform cost analysis for product/products’ elements.
* Perform cost allocation (to production and non-production / Administrative cost centers).
* Perform cost accumulation using cost accounting techniques (Marginal costing and Absorption costing).
* Assist in the preparation of the cost budgets.
* Prepare variance analysis of cost items and report the reasons of the variance (favorable or adverse).
* Prepare and record in the cost sheets and accounts.

3 - Auditing:

* Audit Supervisor/Manager in-charge for more than 25 various medium and large audit assignments. These audit assignments have covered different fields of trading, construction, medical, manufacturing. Oil & Gas and Banking.
* Audit tasks involved:
* Planning and staff job allocation.
* Analysis and Internal audit system and control (system narratives, walk through tests etc,).
* Report and document observations on internal audit systems.
* Conduct audit field works.
* Supervise audit staff and review their audit paper works.
* Assist in development and implementation of audit programmers.
* Prepare audit reports.

3- Management Consultancy Services (MCS)

* Supervise the audit team assigned to carry out the independent cost verification report that supports the Legal claim submitted by Sugar & Integrated Industries Company (the Biggest Public Sugar Manufacturing Companies in Egypt) for arbitration against a French company in front of the French courts.
* Participated in massive internal audit training for one of the biggest specialized Public bank in Egypt, Principal Bank of Development and Agricultural Credit (PBDAC), where I have played an active role in lecturing & fieldwork training besides being an evaluator for the participants.
* At the Holding Co. for Water & Wastewater, the main duties are to follow up day to day performance at the Holding Company’s Subsidiaries including supervisions, performance measurement, strategic planning and problem solving.
* Direct responsibility for the execution, oversight and follow up of the Financial Foreign Grants to the Holding Company for Water and Wastewater and its Subsidiaries.
* Head of Financial and Tax Training Programs at the Holding Company for Water and Wastewater.

**PROFESSIONAL COURSES**

**Courses at AMAC in 1983 consist of:**

* Attended high level Computer Courses.
* Attended all the Audit & Accounting Courses at Zarrouk, Khaled & Co. public accountants (Member firm of Ernst & Young Int.):

1. Audit & Accounting 1
2. Audit & Accounting 2
3. Audit & Accounting 3

**REFERENCES**

|  |  |  |
| --- | --- | --- |
| **Name** | **Position** | **Contact** |
| Mr. Sayed A Karam | Financial & Management Consultant, (FCCA) | Mobile +2 01223128648 |
| Mr. Waleed S. Hilal | Chartered Accountant, Managing Partner – Hilal & Partners (Chartered Accountants and Business Advisors) | Mobile # 01001 525 421 |
| Mr. Hatem Mostafa | Finance Director. Olympic Electric Group | Mobile +2 01001620200 |

**MAJOR CLIENTS:**

|  |  |  |
| --- | --- | --- |
| Client/Company | Industry | Legal Intity |
| Egyptian Metal Works | Metal Industries | Limited Liability Co. |
| ALUGLASS (Ahmed Bahgat Industry group) | Aluminum Industry | Joint Stock Company |
| I H A (Ahmed Bahgat Industry group) | Home appliance manufactories | Simple minded |
| Juhayna Dairy Company | Food manufactories | Joint Stock Company |
| Juhayna for food industries Co. | Food manufactories | Joint Stock Company |
| International Aerated water (Coca Cola) | Food manufactories | Joint Stock Company |
| Pyramisa Hotel Co. | Tourism | Joint Stock Company |
| Champllion Nile Cruise | Tourism | Joint Stock Company |
| Pullman Maadi Hotel | Tourism | Joint Stock Company |
| Global Napi Co. | Pharmacultiral | Joint Stock Company |
| Cloths International Co (Kikers) | Cloths Manufactories | Joint Stock Company |
| General Electric International | Power | Joint Stock Company |
| Bureau Verities Egypt Ship Services | Quality Assurance | Limited |
| DMB & B | Advertising | Limited |
| Sperry Sun Group Co. | Petroleum Services | Limited |
| Nors Khydro Co. | Oil & Gas | Joint Stock |
| Apedco Petroleum Cha. | Oil & Gas | Joint Stock |
| Koco Petrol Co. | Oil & Gas | Joint Stock |
| National Bank of Abu Dhabi | Banking | Joint Stock |
| Misr America Int. Bank | Banking | Joint Stock |
| Arab African Int. Bank | Banking | Joint Stock |
| Egypt Arab African Bank | Banking | Joint Stock |
| Arab Limited Bank | Banking | Joint Stock |
| Central Bank of Egypt | Banking | Joint Stock |
| Alex Kuwait Int. Bank | Banking | Joint Stock |
| International Credit Bank | Banking | Joint Stock |
| Co. Operation Associations of Educations of Port Said Schools |  | None for profit organization |
| Salam College |  |  |
| English School |  |  |
| Egypt Authority of Manufacturing | Army equipment manufacture | Joint Stock Company |
| El Nile Hospital | Hospital | Individual Company |
| Dr. Fayez Fawzy Hospital |  |  |