

Yahia Mostafa Taha EL Gazzar

Account Manager

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~ FINANCIAL MANAGEMENT, CONTROLLING, PLANNING, REPORTING & ANALYSIS~

Seeking challenging assignments to leverage experience and expertise with an organization of repute

CAREER SUMMARY

Dynamic and highly accomplished Finance Professional offering 22 years portfolio of success driving Financial Management, Financial Controlling, Financial Reporting & Analysis, Auditing and Accounting Operations; presently spearheading functions with Zawam Service Center Account Manager

Smart Car Group A.R.E (Joint Stock Company) Chief Accountant (Acting Accounts Manager) ; of Companies Smart Car Egyptian joint stock company

Company consists of

1- Smartlimo

2-Smart Car Rental

3-Smart Car Sell (Duty Free –New Car – Used Car)

4-After Sale Service Center

5- Smart Car Audio Includes Brands (Panasonic –Power Acoustic – Spl – Dst)

Areas of Expertise include:

~ Financial Management & Controlling ~ Financial Planning & Analysis ~ Financial Reporting ~ Internal Control Reviews ~ Accounting Standards (IFRS) & Principles ~ Accounting & Auditing ~ Client Relationship Management ~ Budget Planning ~ Commercial Activities ~ Actual & Budgets Analysis ~

PROFESSIONAL CONTOUR :-

ALFORSAN ELARABIA FOR CONSTRUCTION

ELMADINA ALMONURA

From DEC 2023 up to NOW :

Account Supervisor

PRIMARY RESPONSIBILITIES

- Assist and support the finance and admin functions of the business in terms of all such requirements that are required to support the core business activities. Such activities will include but not limited to:
- Preparing the financial statements "balance sheet, income statement, cash flow statement and changes in shareholder's equity statement".
- Examines accounts and records and computes taxes owed according to prescribed rates, laws & regulations.
- Recording and posting entries to the nominal Ledgers.
- Follow up on contractors and the actual completion rate and compare it with the planned one
- Follow up and analyze expenses at the project level
- Supervising the disbursement of abstracts to contractors
- Assist in the preparation, updating and reconciliation of all operational budgets. Preparing monthly bank reconciliations for LE and foreign currency bank accounts.
- Maintaining adequate book and records "Cash, Receivables, Prepayments, payables & etc".

- Prepare profit & loss statements, monthly closing & cost accounting records able to calculate future cash flows fairly.
- Participate in preparing profit and loss statements, monthly closing and cost accounting reports.
- Compile and analyze financial information to prepare entries to accounts, such as general ledger accounts.
- Analyze revenue and expenditure trends and recommend appropriate budget levels, and ensure expenditure control.
- Prepare and review budget, revenue, expense, payroll entries and invoices.
- Coordinate the implementation of accounting and accounting control procedures.
- Prepare monthly account reconciliations.
- Uploading value-added tax returns on the Zakat and Customs Authority website

Zawam Service Center

Corniche El Nil, Maadi, Cairo, Egypt

(From MAR 2018 to NOV 2023)

Account Manager

Execution Activities

- Financial Statement Analysis
 - ** Analysis of horizontal budget lines out of some of the most important results: -
 - * As much as the company to repay long-term debt and short-term.
 - * Increase or decrease in shareholders' equity
 - * liquidity of cash
 - ** Analysis of the vertical income statement items out some of the most important results: -
 - * Compared to some of the percentages of the cost of sales and gross profit and operating expenses and net income for all of them to Net Sales
 - * The best use for operating expenses
 - * High or low overall income increase with high or low sales
 - * The cause of the increase or decrease in the net profit resulting from the increase in gross profit or decrease in operating expenses
- Manage preparation of profit & loss statement and balance sheet
- Manage fixed asset accounting
- Verify all entries passed into the system
- Check all financial reports prepared
- Ensure timely completion of reporting
- Prepare regular reports including Monthly Management reports
- Assist in the preparation of budgets, Flash reports, and preparation of other reports
- Handover budget template to all Department Heads
- Follow-up with the Heads to fill in the same and submit before the deadline
- Compare the proposed budgets with previous year's actual to spot trends and unusual happenings
- Participate in all budgetary meetings
- Ensure expenses are defined within the allocated budgets
- Ensure timely processing of accounts payable
- Process month end entries
- Conduct accounting for advertisement and sales promotion expenses
- Ensure timely collection of dues from sub franchisee operations

- Prepare inter company debit notes and keep track of the same
- Pass entries for Freight related expenses
- Ensure timely preparation of books of accounts
- Ensure proper recording of entries in books of accounts

Ensure proper coordination with statutory auditors

Supervisory Activities

- Work with the specific set of accounts Major customers and distributors through the selection of policies that help them increase the size of our dealings
- Ensure adherence to the allocated budgets
- Timely and accurate preparation of balance sheet, profit and loss statements, and all other accounting records
- Adherence / compliance of accounting standards in the company
- Reporting of overdue credits and efficient follow-up on the same
- Timely processing of accounts payable and receivables
- No errors in accounting entries
- Experience in Large Enterprise Account Management, Customer Relation Management and Sales
- Be responsible for delivering revenue targets
- Take the initiative and opportunity to identify, and create exciting new services
- Innovate continuously to bring fresh ideas and variations into current applications
- provide support and proposals
- Innovation policies and offers on the occasion of working on the development of marketing and sales Ensures achieve sales volume and revenue.
- Choose the payment policies for suppliers, which reduces the cost and obtain the best price and quality Ensures sale at a competitive price.
- Assist accountants in conducting routine activities and provide support in the absence of Finance manager

Smart Car Group A.R.E (Joint Stock Company)

Corniche El Nil, Maadi, Cairo, Egypt

From DEC 2007 up to FEB 2018 :

Account Supervisor

PRIMARY RESPONSIBILITIES

- Assist and support the finance and admin functions of the business in terms of all such requirements that are required to support the core business activities. Such activities will include but not limited to:
- Preparing the financial statements "balance sheet, income statement, cash flow statement and changes in shareholder's equity statement".
- Examines accounts and records and computes taxes owed according to prescribed rates, laws & regulations.
- Recording and posting entries to the nominal Ledgers.
- Maintaining the Fixed Assets register calculating and recording depreciation on a monthly basis Maintaining prepayment schedules and recording monthly journal entries.
- Assist in the preparation, updating and reconciliation of all operational budgets. Preparing monthly bank reconciliations for LE and foreign currency bank accounts.
- Maintaining adequate book and records "Cash, Receivables, Prepayments, payables & etc".
- Prepare profit & loss statements, monthly closing & cost accounting records able to calculate future cash flows fairly.
- Participate in preparing profit and loss statements, monthly closing and cost accounting reports.

- Compile and analyze financial information to prepare entries to accounts, such as general ledger accounts.
- Analyze revenue and expenditure trends and recommend appropriate budget levels, and ensure expenditure control.
- Prepare and review budget, revenue, expense, payroll entries and invoices.
- Coordinate the implementation of accounting and accounting control procedures.
- Prepare monthly account reconciliations.
- Stored item age
- Customer age

Talat Mostafa Group

Cairo, Egypt

From Jul 2003 to NOV 2007

Accountant

- Monthly closings and preparation of monthly financial statements
- Preparation of monthly financial reports
- Accounts receivable and accounts payable
- Payroll administration
- Account/bank reconciliations
- Treasury responsibility

EDUCATION :-

- Bachelor of commerce, Cairo university, 2021.
- Major subjects-commerce, specialization in accounting
- Merit : good

LANGUAGES & COMPUTERS SKILLS :

1- INTERNATIONAL COMPUTER DRIVING LICENSE (ICDL) Holder (UNESCO) Cairo Office

Accounting programs

- Elmotamem / Best Top Systems / Elamin (Win Stock)
- Enterprise Resource Planning programs [SAP]
- Odoo ERP accounting system

LANGUAGES

- ENGLISH :Speaking , Writing and Reading (Good) & ARABIC : Native Language .

PERSONAL INFORMATION :-

- Gender :- Male
- Nationality :- Egyptian
- Date Of Birth :- 30/1/1980
- Marital status :- Married
- Status :- Saudi Residency
- Driving License :- Saudi & Egyptian Driving License

Communication & Personal skills

- Effectively participated in group discussion
- .Able to listen carefully and respond to verbal and nonverbal messages.
- The ability to work in groups, and the ability to communicate with all departments and provide support and proposals
- Able to work under pressure
- Motivated
- Flexible
- Ability to think out-of-box, creativity
- Eye for detail
- Deadline and targets/results/end-product driven approach to business
- am a team player
- Presentation and analysis skills
- Performance and merit-based value
- Creative, adventurous, and a big dreamer

ALL CERTIFICATE , REFERANCE WILL BE FURNISHED UNDER REQUEST