

CURRICULUM VITAE

(Shehab Fathy Mohammed)

(contact /Mobile 0507412955)



Synopsis

Holder of a Bachelors Degree in Accounting from Faculty of Commerce, Ain Shams University, Egypt (8) years experience field. Professionally Qualified in Accounting As an area of concentration. Having gained enough experience with a leading Importer/Dealer of GM/Isuzu Vehicles in Saudi Arabia as a Senior accountant, Collection Supervisor, Salesman Executive.

Many position through seven years and half (7.5) in Jeraisy Computer & Communication Services.

Professional Qualification:

- Graduated from the faculty of Commerce
Ain Shams University, Egypt – 1991
- Computer Course in various Softwares.

Special Skills:

- English and Arabic typewriting.
- Good Knowledge in Microsoft Environment.
- Attended various training/courses in computerized accounting.
- Oracle and SQL programs.

Professional Experience:

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September 2018 until now

Kyan AL-Mushreq Est for Contracting and General Trading.

Riyadh, Saudi Arabia.

Executive Manager for “Venecia Compound”

Responsible for all Compound Tasks, all Residence, Control for All projects Related, Control for all purchasing transactions of projects, Developing of Compounds rules and Designs for all sectors duties.

August 2015 until August 2018

Saudi Design

Riyadh, Saudi Arabia.

Project manager, procurement Manager, Collection Manager

Responsible for All Sites project, All International and local Purchasing, All collection for all Transactions against for all projects cases.

July 2011 Until July 2015

Saudi Unicom for Communication Technology

Riyadh, Saudi Arabia

Logistics Manager

All Local Purchasing & International Purchasing, also any shipment with clearance.

November 2002 to June 2011

JERAISY COMPUTER & COMMUNICATION SERVICES

Riyadh, Saudi Arabia

- (1) Working with Jeraisy Computer & Communication Services as [Local Purchase Manager Corporate Logistics Department](#) from 1st January 2007 to till date. Responsible for all kind of purchasing related to Computer. Communication (CISCO, telecom, Training & Services Support) & Power Generating equipments (UPS & Generators) from local & International market. Move the shipments from deferent locations through freight forwarders all over the World. Making very close follow-up with vendors regarding the in-time deliveries. Deals with local or international vendors thru banks (L/C & L/G)
- (2) [Project Manager](#) for MOE-BOYS/GIRLS PROJECT for 3/years
- (3) [Warehouse Manager](#) (Nov.2002 to Nov.2003).

October 1994 to November 2002

Alissa Group of Companies

Senior Accountant

Riyadh, Saudi Arabia

- Executes the different daily accounting and supervises several accountants or accounts clerks to complete routine job. Coordinates activities of workers engaged in calculating, posting, and verifying duties to obtain and record financial data for use in accounting maintenance and statistical records.
- Prepares variance reports, bank reconciliations as well as reconciliation of accounts.
- Prepares work schedules and assist expedites workflow.
- Prepares trail balance and assist in budget preparation.
- Supervises accountants and coordinate closely with chief Accountant in supervising branches or area accounting need.
- Performs any other duties that may be assigned by immediate superior.
- Assigns duties and examines accuracy of work, and orderliness in conformity to established rules.

MAY 1991 to September 1994

Alfa Trade Center (Import/Export)

Accountant

Cairo, Egypt.

- Executes the accounting routine, non-routine Works with enough understanding of Accounting Principles and defined instructions to analyze financial information and prepares financial reports.
- Compiles and analyze financial information to prepare entries to accounts, such as general ledger accounts, and documenting business transactions.
- Audits contract, order & vouchers and prepares reports to substantiate individual transactions prior to settlement.
- Devise and implements the approved accounting system for general accounting.
- Receiving/keeping invoices and all its pertinent documents to ensure completeness and authorization.
- Checks & monitors daily itinerary/activities of Marketing Department.
- Daily recording of cash Receipts, Cash/Checks Disbursements; and Billings.
- Supervises accountants and coordinate closely with the chief Accountant in supervising branches or area accounting need.

PERSONAL DATA

Name : SHEHAB FATHY MOHAMMED.

Nationality : Egyptian.

Date of Birth : 1969.

Marital Status : Married.

Languages : Arabic-English.

Contact Number : 0507412955.

Iqama Status : Transferable.

License : Valid Driving License