Name : Sayed Abdel Karim.
Mobile Number : +974 50666080 (Qatar)
E-mail : sayedhcc@gmail.com

CURRICULUM *VITAE*

Chief accountant with 10 Years of Experience

Seeking career:

Seeking career advanced Accountant within professional & dynamic high growth organization that welcomes fresh initiative, dedication and experience; demanding excellence in consistently meeting business objectives.

Personal data:

Name : Sayed Abdel karim.
Gender : Male
Nationality : Egyptian
Date of Birth : 27/02/1986
Social Status : Married
Mobile Number : +974 50666080 (Qatar)
E-mail : sayedhcc@gmail.com
Driving license : Valid driving license in Qatar

PROFESSIONAL QUALIFICATIONS:

Degree : Bachelor of Commerce/Specialist on Accountancy.
University : Beni Suef - University - Egypt.
Year of Graduation : 2007.

Computer Proficiency:

1. Microsoft Office Package and Communication Skills.
2. Dealing with Several Types of Accounting Application.

Languages:

Arabic : Mother Tongue.

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English : Speaking (Good), Reading, and Writing

Work History

Chief accountant: **(2017 –Present)**

- M/s. ***Orient Contracting & Trading Co.***

- Manages project financials, including budgets, WIPS, timely billing and collection and variance recognition.
- Manages performance of audit assignments, reviews work papers and audit reports; edits reports prepared by other auditors.
- Schedules and plans audits; initiates project planning, assess risk and develops audit direction.
- Provide management over a portfolio of clients and deliver high quality audit and assurance service, including preparing and reviewing audit plans and work.
- Monitor and control auditing staff.
- Takes a leadership role in professional, business or community organizations.
- Carry out practice management activities e.g. resourcing client billing etc.
- Undertake wider office activities, as required.

Account Officer: -

(From May 2012: March2016)

- M/s. Hassanesco Trading & Contracting (Qatar).

(From March 2010: Jan 2012)

- M/s. Middle east Company for Trading & Cont. (Qatar).

(From April 2018: up to 2009)

- M/s. Al Baraka Contracting & Trading (Egypt).

Duties and Responsibilities handled

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- Preparation of the inventory cycle.
- Prepare documentary session.
  Warehouse session.
- Massive knowledge in preparation of Trail Balance & Balance Sheet,
- Adjustments of Financial Statements and its Attachments.
- Preparation of taxes reports and its attachments as required.
- Revise & prepare the financial lists.
- Wide knowledge of all accounts receivable & payable.

- Manage & monitor petty cash and office supply expenses.
- Reconciliation of bank balances & records ledger entries.
- Establish customer credit lines and setup credit accounts with vendors.
- Preparation of taxes reports and its attachments as required.
- Revise & prepare the financial lists.
- Able to prepare new company foundations.
- Expert in working manually and mechanically to handle accounts procedures.

Core competencies:

- Negotiation & correspondence Skills.
- Presentation skills.
- Analytical thinking skills.
- Ability to work under pressure and meet organizational goals.
- Excellent time management & interpersonal skills.
- Ability to critically evaluate and take effective decisions.