Shady Mohamed Yousery Elmashad



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Personal Statement:

I am a versatile finance professional with a proven track record in both accounting and auditing roles. My experience encompasses financial analysis, reporting, audit planning, and internal control evaluation. I possess a deep understanding of regulatory compliance and best practices in financial management.

Professional Experience:

Senior Finance Auditor:

United Company for Trading & Distribution
Tanta , Egypt
01/09/2017 – Present

- Ensures the timely and accurate completion of all documentary procedures within the branches by conducting regular reviews and providing guidance as needed.
- Oversees the performance of branch auditors by monitoring their progress, providing support, and ensuring that all assigned tasks are completed to a high standard.
- Tracks sales performance and customer credit limits within the branches by gathering and analyzing data, identifying trends, and taking corrective action as necessary.
- Facilitates effective coordination between the financial department, the commercial department, and other relevant branch departments by establishing clear communication channels, fostering a collaborative working environment, and resolving any conflicts that may arise.
- Provides leadership and guidance to the warehouse inventory committee by chairing meetings, setting goals, and ensuring that inventory process guidelines are implemented effectively.
- Reviews and follows up on the preparation of monthly records and final accounts by ensuring that they are accurate, complete, and submitted on time.
- Compiles comprehensive reports on negative issues identified within the branches by gathering information from various sources, analyzing data, and identifying root causes.

Branch Finance auditor:

United Company for Trading & Distribution
Tanta , Egypt
01/08/2015 – 31/08/2017

- Oversees the documentary cycle of the branch treasury to ensure compliance with established procedures.
- Facilitates coordination between the financial department, the commercial department, and other relevant branch departments.
- Supervises the warehouse inventory committee and monitors adherence to inventory process guidelines.
- Reviews and follows up on the preparation of monthly records and final accounts.
- Compiles reports on negative issues identified within the branches.

Accountant & Treasure:

United Company for Trading & Distribution
Tanta , Egypt
01/07/2010 – 31/07/2014

- Receives invoice movement statements, distributes invoices to customers, resolves returns, reviews invoice deficiencies, and conducts inventory management tasks.
- Oversees cash and deferred supplies, prepares financial settlements, and implements corporate discounts.
- Processes collections for tenders and government agencies, manages returned notices, and prepares and delivers claims.
- Monitors the opening of collections, conducts periodic inventory of claims and books, and reviews customers' credit limits.
- Assists with branch store inventory processes and prepares reports requested by company departments.
- Handles cash and credit collections, delivers collected cash to money transport companies, prepares bank wallets for collected checks, and delivers corporate incentives.
- Receives and enters returned checks, delivers bounced checks to those responsible for collection, and follows up on bounced checks.
- Processes invoices for car and branch expenses, receives returns books and cash supply receipts, and follows up on the payment of tender and government invoices.
- Monitors the documentary cycle of the branch treasury.
- Submitting reports on problems and difficulties that affect the progress of work.

Courses:

- In-house training program on time management proficiency
- In-house training program on effective human resources management

Skills

- Microsoft Excel and financial software proficiency Like Oracle Financial
- Marketing Skills.
- Financial analysis and reporting
- Audit planning and execution
- Internal control evaluation
- Process improvement
- Team leadership

Education

Tanta University, Tanta, Egypt
Bachelor's degree of commerce , Accounting Section - May 2009

Languages

Arabic	Mother Tongue
English	Good Command of English.

Personal Information

Birth Date:	16 August 1987
Nationality:	Egyptian
Residence Location:	Egypt, Tanta
Marital Status:	Married
Driving License:	Private License
Military Status	Exemption