

Shaimaa Abdallah Abdallah

Mobile: +20 1065978461 | **Email:** Abdallah.shaimaa@yahoo.com

Address: Cairo, Egypt | **Date of Birth:** 27 Jan 1989

Objective

Results-driven Chief Financial Officer with 14+ years of experience in financial management, tax compliance, and strategic planning. Expertise in optimizing cash flow, overseeing complex financial operations, and ensuring regulatory compliance. Proven ability to deliver financial insights, manage investments, and enhance organizational growth. Seeking to leverage my financial expertise to contribute to a dynamic organization's success.

Work Experience

Chief Financial Officer | August 2020 - Present

- Manage financial operations for a Dubai-based account, overseeing accounts, clearance processes, purchase orders, and client invoices.
- Monitor cash flow to ensure the company can meet obligations, maintain optimal liquidity, and make informed financial decisions.
- Evaluate and manage investment opportunities, optimizing capital structure to drive company growth.
- Communicate financial performance and strategic goals to key stakeholders, including board members, investors, and analysts.
- Oversee the timely and accurate submission of VAT & WHT declarations, ensuring compliance with local tax regulations.
- Assist the Tax Department with Transfer Pricing documentation, including preparing disclosures for related party transactions.
- Utilize Dubai Trade, Emaratax, and Mofa Portal to manage customs and tax-related processes, ensuring compliance with local laws.

Accountant at Consulting Office for Accounting | Jan 2016 - 2020

- Collaborated with the General Tax Authority, sales departments, insurance companies, and government agencies to ensure smooth financial operations.
- Established companies and individual projects, ensuring compliance with tax laws and regulations.
- Prepared and analyzed budgets and financial reports, providing actionable insights to clients.
- Assisted in financial audits, examining records to ensure accuracy and compliance with relevant accounting standards.
- Managed tax filings, ensuring clients' adherence to local tax laws, including sales tax and corporate tax filings.

Internal Accountant at Diadora Company for Sporting Shoes, Clothing, and Accessories | March 2015 - Dec 2015

- Managed internal accounting functions, including handling payroll, expenses, and vendor accounts.
- Reconciled financial transactions, ensuring accurate reporting and compliance with company policies and industry standards.
- Assisted in preparing financial statements, providing management with timely reports for decision-making.

Supervisor Customer Service at Red Sea World for Quality Suppliers, Maadi | Oct 2010 - Jan 2015

- Oversaw customer service and sales operations at multiple company branches across Luxor, Aswan, Hurghada, Sharm El Sheikh, and Alexandria.
- Coordinated with procurement departments to ensure timely and accurate product delivery to customers, enhancing client satisfaction.
- Managed customer inquiries, resolving issues promptly to maintain positive relationships and ensure repeat business.
- Trained and mentored customer service teams to improve communication, sales skills, and customer engagement.

Education

Premaster in Tourism Studies, Helwan University | 2011

Bachelor in Tourism Studies, Faculty of Tourism and Hotels, Helwan University

- Graduation year: 2010
- Overall Grade: Excellent

Training and Certifications

- Amadeus Basic Training Diploma, Amadeus Egypt SAE, 2015
- Customs Clearance Course, Egyptian Customs Authority, 2013
- Sales Office Training, Egypt Air, 2008

Skills

Soft skills

- | | | |
|--------------------------------|-------------------------------|---------------------------|
| • Hard Worker, Self-motivation | • Teamwork skills | • Time management |
| • Computer Skills | • Leadership skills | • Customer service skills |
| • Problem-solving skills | • Organizing and prioritizing | • Project management |
| • Communication skills | • Adaptability | • Attention to detail. |
| • work under pressure | • Administrative Skills | |

Hard skills

- | | | |
|------------------------|--------------------|---------------------|
| • Excel | • Word | • PowerPoint |
| • Financial Management | • Tax & Compliance | • Customs Clearance |

Languages

- **Arabic:** Mother Tongue
- **English:** Very good
- **French:** Good

Reference available upon request