Omar Saad Hussein *Accountant*

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Egypt-Cairo

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01/07/1983

Egyptian

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Married

Exemption

ON

Male

01033414118

EDUCATION

Bachelor of Commerce - BCom 05/2000 – 09/2008 | Cairo, Helwan

Helwan University Cairo

PROFESSIONAL EXPERIENCE

Accountant 08/2019 – present

Reliance Ready Mix Concrete

Supplier accountant

1- Following up the documentary cycle of purchases and payments in detail.
2- Preparing accounting entries for entitlements and payments to suppliers.
3- Preparing a supplier record that includes all supplier data.
4- Follow-up of the indebtedness of suppliers through building receivables to suppliers and following up on payment dates.
5- Follow up on supply orders, quantities actually received, and remaining quantities.
6- Follow-up of the value-added tax, withholding and addition tax.
7- Preparing and reviewing the suppliers' trial balance monthly.
8- Preparing reports related to suppliers and purchases.
9- Reconciliation of supplier accounts at the end of each financial period.
10- Preparing a financial analysis of the suppliers' accounts at the end of each financial period.
11- Follow-up of service suppliers and contract obligations of the company.

Warehousing accounts

1- Recording and reviewing exchange and addition permits and matching them with purchase orders/supply orders.
2- Carrying out inventory work, which is intended to review the actual store balance and match it with the book balance.
3- Determining the re-order limit.
4- Providing the company's various departments with stock reports on stock balances.
5- Managing and controlling warehouse accounts to prevent theft and embezzlement.
6- Supervising the store keepers and their assistants.
7- Supervising and managing the annual inventory team that is formed by the administration to ensure the stock and its quantities.
8- Monthly inventory of some kinds of goods at random.
9 - Solve inventory problems such as damage and overcrowding in warehouses.
10-Monitors and maintains current inventory Stock levels.

11- Responsible for analyzing the overhead costs and variable costs of the company so as to ensure smooth accountancy.
12-High control over sub-warehouses balances.

Treasury accountant

1-Follow up the treasury movement on a daily basis and record its entries
2- Disbursement of cash amounts to contractors according to the disbursement plan.
3- Disburse any amounts after being approved by the financial manager.
4- Receiving and recording revenues.
5- Recording any payments or receipts.
6- Follow-up of bank balances and their movement.
7- Issuance and registration of checks.
8- Issuing letters of guarantee requests and following up the bank in issuing and recovering them.

Inventory Controller Accountant 05/2016 – 08/2019 | Cairo

Reliance Ready Mix Concrete

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Warehouse accountant 01/2014 – 05/2016 | Cairo

Reliance Ready Mix Concrete

1-Supervising the development and implementation of a system and policies for inventory control and follow-up.
2-Predicting the inventory of all items annually, and determining the storage levels for each item, the minimum and the upper limit and the order limit.
3-Monitor stock levels in the main warehouses, and follow up the extent of the subsidiary warehouse's commitment to monitoring storage levels.
4-Determine the appropriate purchase quantities from purchase requisitions for the Procurement and Contracts Department.
5-Carrying out periodic and surprise inventory counts, monitoring stock performance indicators, their typology and their causes, and submitting periodic reports.
5-Monitor compliance with the implementation of contracts for the supply by suppliers and the extent to which they meet contractual requirements and maintain an evaluation of their own.
6-Monitor compliance with occupational health and safety conditions in the loading and unloading operations, storage of materials in warehouses, control of transport means, suggest improvements and development initiatives for work to ensure the achievement of quality in work and service and monitor their application.
7-Supervising the development and implementation of a system and policies to monitor and track inventory and ensure that the company's requirements are met.

Site Accountant 10/2011 – 09/2014 | Cairo

Reliance Ready Mix Concrete

1.. Monitoring inventory and building materials, making periodic and surprise inventory of stores, following up on warehouse books, item cards, and documentary movement of stores, and delivering follow-up reports to the financial department.

2... Compiling a statement of the needs of the different sites according to the planning budget of the projects, collecting these needs from the project engineers, making sure that they are approved by the project manager, reviewing them, and taking the approval to spend these amounts on the different projects, noting that each company has a method for disbursing its own needs.

3... Reviewing all the abstracts and ensuring their integrity in terms of formal and technical terms, and then delivering them to the financial department for approval (noting that in some sites accountants are responsible for the numbers of entries for extracts and contractors)

4... Payment of site dues from contractors' payments, engineers' covenant, workers' salaries and daily wages

Site Accountant 11/2008 – 10/2011

Senorita for snacks

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4... Payment of site dues from contractors' payments, engineers' covenant, workers' salaries and daily wages

SKILLS

Excel	●●●○○	Word	●●●○○
Microsoft Dynamics GP 2013	●●●○○	SAP	●●●○○
Odoo	●●○○○		

INTERESTS

Football, Reading, Watching TV

LANGUAGES

English