

Shaimaa Abbas Essawy

Accounting Manager

CONTACTS



Alexandria, Egypt



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DATA

- Date of birth :1/1/1985
- Marital Status :Married
- Nationality :Egyptian

EDUCATION

- Bachelor of commerce
- Faculty of commerce / English department
- Alexandria University
- Grade : Good
- Year : 2006

COURSES

- General English Course – **Language Institute of Armed Forces**
- Quick Books Professional Diploma – **EAAC Center**
- FOCUS accounting program
- LOGO accounting program
- ODOO - ERP
- IFRS Diploma – (Current course)

EXECUTIVE SUMMARY

Over a 16-year career, working in the accounting field, I have played an essential role in developing and improving across different reputable organization, and still seeking opportunity to gain more experience to utilize my abilities and knowledge to bring benefit to the organization which I'll join

WORK EXPERIENCE

Accounting Manager

01/2018 - Present

Gateworx, IT company

- Manage and oversee the daily operations of the accounting department including:
 - Month and end-year process
 - Accounts payable/receivable
 - Cash receipts
 - General ledger
 - Treasury, budgeting
 - Cash forecasting
 - Revenue and expenditure variance analysis
 - Capital assets reconciliations
 - Check runs
 - Fixed asset activity
 - Debt activity
- Monitor and analyze accounting data and produce financial reports or statements.
- Establish and enforce proper accounting methods, policies and principles.
- Coordinate and complete annual audits.
- Provide recommendations.
- Improve systems and procedures and initiate corrective actions.
- Meet financial accounting objectives & preparing trial balance & financial position of company.
- Establish and maintain fiscal files and records to document transactions.

Senior Accountant

02/2014 – 12/2017

Gateworx, IT company

- Review all financial operations financially disciplined and audited in terms of attachments and accounts accuracy and validity of the signatures and the powers and Appropriations and Queries to ensure compliance with policies and procedures approved.
- Prepare and record asset, liability, revenue, and expenses entries by compiling and analyzing account information.
- Prepare and record banking activities such as (Banking entries, bank reconciling, transfers & cheques).
- Record & review AR & AP.
- Prepare sales & purchases invoices & review the price of orders sent to customers according to the price list of company.
- Prepare Monthly sales tax report to tax authority.
- Prepare financial reports needed to general manager.
- Maintains and balances subsidiary accounts by verifying, allocating, posting, reconciling transactions; resolving discrepancies.
- Maintains general ledger by transferring subsidiary accounts; reconciling entries.
- Protects organization's value by keeping information confidential.
- Assist in preparing Trial balance, customers & vendors balances.
- Perform accounts transactions using **Focus ERP System & Logo ERP System**.

CERTIFICATES

- General English Course –
Language Institute of Armed Forces
 - Quick Books Professional Diploma
– **EAAC Center**
 - ICDL certificate.
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SOFT SKILLS

- Documentation skills
 - Planning and budgeting
 - Leadership skills
 - Follow-up schemes
 - Good team work skills
 - Organized
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COMPUTER SKILLS

- Quick Books
- ICDL Certificate
- Focus ERP System
- Logo ERP System
- Odoo ERP system

Data Analyst

11/2013 – 01/2014

Silicon Company, IT

- Gathering & reviewing data.
- Listing, summarizing & analyzing data.
- Prepare graphs & charts.
- Report results to the CEO for making decision.

Senior Accountant Assistant

09/2013 – 10/2013

Agial Hospital

- Maintain confidential records and files.
- Prepare invoices of patients & settle their accounts
- Control the process of issuing disposal materials.
- Perform accounts transactions using **Quick Books System**.

Senior Accountant Assistant

05/2013 – 08/2013

Real Estate & Contracting Company

- Follow up project activities.
- Prepare contractors & vendors contracts.
- Prepare contractors, vendors, and customers' accounts.
- Prepare prices analysis of project.

Financial Manager Assistant

01/2007 – 06/2011

Intermed Hospital, Company of Medical supplies & equipment

- Coordinating All the Administration Tasks for the Company.
 - Responsible of Preparing All requirements for Tenders (Price Offer, Company Paper).
 - Following up store balance & control expire date.
 - Preparing sales invoices as per sales orders and returnable invoices.
 - Follow up the orders requested from suppliers.
 - Prepare journal entries.
 - Administer accounts receivable & accounts payable.
 - Assist with payroll administration.
 - Prepare the daily, monthly & yearly reports of sales, stores & account receivables.
 - Prepare detailed reports of sales for each branch & for each customer.
 - Prepare reports of sales representatives.
 - Analysis annual sales for the company.
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LANGUAGES

- Arabic - Native
 - English - Very Good Command (written, listening & spoken)
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REFERENCES

Available upon request