



Ibrahim Taha

Accountant manager

Prepare cost of import shipments . income statement & cash flow

Preparing annual inventory adjustments entries

Analyze financial statements to ensure accuracy and completeness

Monitor and review the daily financial operations within the company

Analysis of units and costs for each item of expenses in detail

39 years old
Driving License

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EXPERIENCES

Accountant manager

Ertekaa integrated services and waste recycling - Since January 2017



- ▶ Analysis of financial statements (income statement, flows, financial position, costs and other financial reports
- ▶ Preparing the income statement, cash flow. prepare trial balance
- ▶ Preparing debt collection policies to assist in debt collection
- ▶ Manage cash and prioritize payments to suppliers as needed and according to business priorities.
- ▶ Preparing a future budget that anticipates future profits and expenses, with the participation of sector and project managers
- ▶ Lead Payroll operations, gather all payroll related data to prepare and manage payroll processes of employees.
- ▶ Supervising financial contracts with private sectors of government agencies
Preparing feasibility studies for projects (Western Region Project
- ▶ Preparation of electronic payment forms. Social insurance - taxes
- ▶ Monitor cost items and identify deviations with the planning budget
- ▶ Supervising the audit operations, office (Hazem Hassan)
- ▶ Monitor and review the daily financial operations within the company
- ▶ Conduct payroll audits and balances to ensure accuracy.
- ▶ Managing the financial department staff and making job assignments within the department
- ▶ Review the account of long-term loans and settle them on the system
- ▶ Preparing an annual financial management plan, including key performance indicators that reflect the company's actual financial performance
- ▶ Track the company's financial position and performance to identify potential areas for improvement
- ▶ Approval of supply orders and purchase requisitions
- ▶ Approval of final accounts, sales records, assets, depreciation and inventory
- ▶ Preparing an audit balance - income statement - financial position - cash flows for each project and sector separately
- ▶ Analysis of units and costs for each item of expenses in detail
- ▶ Follow up all the financial affairs of the company's units and ensure the
- ▶ Follow up on the monthly salaries of employee
- ▶ Prepares bank reconciliation .Preparing the monthly salary entry
Preparing monthly journal entries including complex accruals, monthly bene
- ▶ Monitor the account of checks under collection and make updates constantly
Responsible for petty cash & limited cash desk
Preparing letters of guarantee
- ▶ Performing month end close processes, timely and accurately, ensuring properly
- ▶ Reporting the cost center report at the end of each quarter

chief Accounting

babyposh - January 2013 to December 2016



- ▶ Preparation-VAT in system
Preparing the monthly salary entry
- ▶ Preparing monthly journal entries including complex accruals, monthly bene
- ▶ Monitor the account of checks under collection and make updates constantly
- ▶ Regular review of supply orders
- ▶ Responsible for petty cash & limited cash desk
- ▶ Oversee longer-term budget planning and cost management.
- ▶ Lead financial administration, planning, and budgeting
- ▶ Inventory control and minimum order determination
- ▶ Prepare cost of import shipments
- ▶ Preparation of payment, receipts, settlement, bank
- ▶ Prepare sales invoices

Bachelor of Commerce - 2008
Accounting Department
Cairo University.
Accounting Manager .
experience 14 years
in preparing financial
statements
Financial position audit
balance statement of cash
flows analysis of cost centers
Experience in dealing with
government agencies, banks
and social insurances and
taxes.
Preparing feasibility studies,
cash management and team
management
I worked in commercial,
service and industrial
P F A Courses & Internal
Auditor & ICDL Courses:
Languages: English: Good
speaking and writing.
Computer : programs Office
DoubleClick & SAP & Dolphin &
Retail Pro
Course: lbs training academy &
Mcc Academy

[https://www.linkedin.com/feed/
Resume created on DoYouBuzz](https://www.linkedin.com/feed/Resume%20created%20on%20DoYouBuzz)

- .Preparation of bank transaction
Preparing reports of balances of stores, branches and pro
- Cash management
- Audit purchase order
- Reconciliation of accounts receivable ledger, bank accounts, foreign currency payments
- Follow- social Insurance
- Prepare reports of attendance, departure, administrative discount and all payroll reports
- Issuing bank checks
- Performing analysis on pro
- Manage multiple client engagements
- Managing transfers between internal branches
- Analysis of customer withdrawals
- cash custody management

Accountant in training

**United Office for Accounting and Auditing - January 2006 to September 2010 -
Part-time - GIZA - Egypt**

- Data Entry: Entering financial data and information into accounting systems.
- Audit Assistance: Assisting with audit processes and collecting necessary documentation.
- Reporting: Assisting in the preparation of preliminary financial reports such as profit and loss statements and balance sheets.
- Invoice Management: Preparing customer invoices, entering supplier invoices, and processing outstanding invoices.
- Bank Reconciliation: Performing bank reconciliations and reconciling records.
- Accounting Management: Assisting in the management of accounts payable, accounts receivable, and payroll.
- Accounting System Development: Assisting in the development and implementation of accounting systems and internal controls.

payable Accountant

green bay - January 2010 to December 2012



- Sales invoice review
- Input and code invoices to cost center
- Process invoices
- Prepare Form 41 and prepare sales invoices and returns
- Match Invoices with Purchase Order (if applicable)
- Prepare cost of import shipments
- Schedule pay runs based on standard company payment terms
- Audit purchase order
- Schedule pay runs based on standard company payment terms
- First point of contact with Debtors chasing payment of invoices
- Report on Aged Payables plus other ad hoc reporting where applicable
- Verify and process employee expense claims and manage the approval and payment process
- Cooperation with managers & top management in job description & KPIs development, Work on organizational charts & training needs planning & Employee's benefits management
- Preparation of HR annual closing reports
- Update and maintain vendor database in a timely manner
- bank reconciliation
- Support the month end process by providing supporting documentation for month end journals

SKILLS

Good experience in accounting and sales programs, daily entries, income list and sales tax

- | | |
|---|--|
| › income statement  | › checks payable  |
| › Manage letters of guarantee and follow- bank accounts  | › Order office supplies  |
| › Treasurer  | › Retail Pro  |
| › Analysis of customer and supplier balances  | › SAP  |
| › odoo system  | › Performance evaluation  |
| › Retail Pro | › Dolphin |
| › SAP | › Profitability reports |
| › odoo system | › Audit journal entry |
| › sales tax | › Letters of credit |
| › Analysis of customer and supplier balances | › Dealing with the bank, insurance and tax |
| › Dolphin Pro | |

EDUCATION

P F A _ Certified Financial Accountant

AIN-SHAMS UNIVERSITY

June 2020 to September 2020

Preparing the financial statements.

Income statement cash flow statement. Statement of financial position A statement of changes in equity.

Preparing annual inventory adjustments entries

Preparing depreciation entries and fixed asset register

Preparing Monthly salary

Prepare, review, and analyze financial statements to ensure accuracy and completeness

Provide annual budget reports and monthly forecasts.

Administer accounts receivable and accounts payable.

Maintain cash flow by reviewing account/banking activity and reconciling monthly reports.

Prepares the necessary documents for tax inspections by preparing them and following up their availability in the company's accounts.

Oversee longer-term budget planning and cost management.

Monitor progress of budgets and present operational metrics

Analyzing the company's financial strengths and weaknesses and proposing corrective actions.

Review planning process and suggests improvements to current methods.

Perform risk management through analysis of company liabilities and investments, and evaluate and manage capital structure and fundraising initiatives

Internal Auditor

OTHM

March 2018 to May 2018

Support in development of the annual audit plan and financial budget and monitor their implementation in line with the Business plan.

- Evaluating key control operating effectiveness
- Developing list of observations and validation with process owners
- Ensure that recommendations are clearly presented to and agreed with management and that a subsequent audit report is issued promptly.
- Developing internal audit report for submission to internal audit manager for review
- Responsible for conducting complex audits in multiple disciplines.
- Track all agreed upon recommendations are subsequently implemented.
- Report audit findings and make recommendations for corrective unsatisfactory conditions, improving operations and reducing cost.
- Review the Financial Reports submitted by Finance Department and ensure Compliance with required Standards & Procedures meeting deadlines.

Analyzing extensive data through appropriate techniques and interview employees, to comprehend the control environment and processes.

Assist with special investigations, in terms of operational, compliance, financial and investigative audits as directed by management

Electronic Accounting Course

IBS TRAINING ACADEMY

February 2016 to March 2016

QuickBooks Overview & Sap

Chart of accounts

Managing Lists

Bank Reconciliations

Customers and Sales

Vendors and Purchases

Financial Reports

Sales Tax

Jobs and Cost Centers

Items and Inventory

Bachelor of Commerce

CAIRO UNIVERSITY

2005 to 2008

Cairo University

INTERESTS

Sports

- Reading
- New technology
- Learning
- Find out what's new in H R
- Collaborate with staff and solve everyday problems
- courses online

PORTFOLIOS

PFA



The ACCA logo consists of the letters "ACCA" in white, bold, sans-serif font, centered within a solid red square.

Diploma in International Financial Reporting

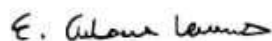
The ACCA Diploma in International Financial Reporting

This is to certify that

Ibrahim Taha abd ellattife Mattera

has been awarded the ACCA Diploma in International Financial Reporting

July 2025

A handwritten signature in black ink, appearing to read "E. Ann Lamb", written in a cursive style.

Ann Lamb

Director – Professional Qualifications

Association of Chartered Certified Accountants

ACCA REGISTRATION NUMBER
5285330

This Certificate remains the property of ACCA and
must be returned to the responsible officer
ACCA reserves the right to a winner employed overseas
at time and without prior notice.

CERTIFICATE NUMBER
5728685730

GAQM[®]
Global Association for Quality Management



Certificate

Of Excellence

This is to Certify that

Ibrahim Taha Abdel Latif Matra

Has passed the exam successfully as per the requirements prescribed
by the GAQM for the Title of **Certified Finance Manager (CFM)**[™]
The exam was delivered via ProctorU



Mark Schultz
CEO

Certificate Number: G-99563
Certification Date: 29_04_2020

ROYAL SWIFT



Certificate of Completion

This certificate is awarded to

IBRAHIM TAHA ABDEL LATIF

For completing the 5-week accounting course under
Royal Swift, and as commendation for his exemplary performance.

Awarded this 27th day of March, 2014

Jasir Asmar
SUPERVISOR



Raid Al Shammari
CHIEF EXECUTIVE OFFICER

Approved Centre For:

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TRAINING AND
HIGHER EDUCATION

othm[®]
qualifications 英國管理學會

The content of the course has been independently verified as conforming to universally accepted Continuous Professional Development (CPD) guidelines.
Metropolitan School of Business and Management UK (MSBM) is registered in England and Wales. www.msbm.org.uk | R - 8716902
THIS IS A NON-CREDIT BEARING PROGRAMME

 **The Institute of Internal Auditors**

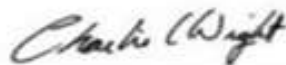
Be It Known That

Ibrahim Taha Abdel Latif Matra

Has successfully met the prescribed requirements for qualification as established by
The Institute of Internal Auditors and is hereby awarded the professional designation of

Certified Internal Auditor

Conferred by the Professional Certifications Board and the Board of Directors of The Institute of Internal Auditors
This month of
15_May_2018



CHAIRMAN OF THE BOARD OF DIRECTORS


CIA
Certified
Internal Auditor[®]

CIA-190690-YBWUY

CERTIFICATE NO.



CHAIRMAN OF THE PROFESSIONAL
CERTIFICATION BOARD

