CURRICULUM VITAE



Mohammad Hassan Suleiman Kamal

E-mail: mmohamedkharpotly@gmail.com

https:// www.linkedin.com/in/mohamed-hassan-457b04212

Contact Info

Mobile ***: 01018098662/01556866682***

Address : Kafr El Dawar El Behera

Education

Certificate : ***"MBA – Master in Business Administration"***

Cycle ***: Apr 2022 till now*** **Alexandria University**

Certificate ***:" Diploma in Financial Accounting"***

Cycle ***: Nov 20***08 ***Alexandria University***

Certificate ***:" BSC IN COMMERCE - Accounting"***

Cycle ***: Nov*** 2005 **Mansoura University**

Training & Courses

1-The technical course for the marketing of economical parts and disinfection of tanks from the regional center of the Drinking Water Company in Alexandria

Date: 10th ***Sep*** 2018

2-Adata Biz Management Access 2010 Sequel from the regional center of the Drinking Water Company in Alexandria

Date: 30th ***May 20***16

3- Standardized Accounting System from the regional center of the Drinking Water Company in Alexandria

Date: 10th ***oct 2015***

4-Office Basic from the regional center of the Drinking Water Company in Alexandria

Date: 5st Mar 2014

5-***ICDL certification from CyLabs Academy for Train in Alexandria*** ***jan 2012***

6-***course for English level from 8 to 16 Arab Academy for Science and Technology in cooperation with American University*** ***Date:*** ***Mar*** 2007 7-***course for Excel, commercial Excel Arab Academy for Science and Technology in cooperation with American University***

Date: Aug 2006

Language Skills

Arabic ***: Fluent spoken & written "mother tongue"***

English ***: V. Good spoken & written***

Computer Software Skills

- ***OFFICE (WORD – EXCEL – POWER POINT -ACCESS- INTERNET &NETWORKS) - COMPUTER PREPARING ACCOUNTANTS COURSE.***

. Skills

- Ability to manage and coordinate the work of supervisory, professional, and technical personnel • Ability to delegate and hold accountability
- Ability to decision making.
- Team builder and ability to manage staff
- Sense of responsibility
- Integrity
- Creativity
- Organizational understanding Work under pressure. Problem solving skills Analytical skills.
- Financial analysis
- Reporting and documentation

Experiences

21/01/2018 to Present Head of Accounts at Al Salam Import and Export Company

1-Analyzing sales for representatives and following up on the representatives' itineraries and daily supply

2-Follow up on customer accounts and analyze the extent to which the company benefits from customers

3 -Following up on the company's expenses and trying to rationalize spending

4-Providing and interpreting financial information.

5- Analyzing change and advising accordingly.

6-Analyze costs, pricing, variable contributions, fundraising results and the company's actual performance compared to the fundraising plans.

7-Formulating strategic short, medium and long-term business plans.

8-Researching and reporting on factors influencing business performance.

06/04/2019 to Present References at the drinking water company in Alexandria

1- Reviewing the budgets of the commercial branch.
2- Reviewing customer reconciliation related to drinking water bills
3- Reviewing daily collection work for collectors
4- Reviewing the safe and doing the daily inventory.
5- Reviews and ensures that the company's contract terms are met .
6- Reviewing monthly statistics and analyzing revenues.

1/04/2014 to 06/04/2019 Accountant at the drinking water company in Alexandria

1- Preparing budgets for the commercial branch
2- Making and creating settlements for client
3- Converting budgets and the nomenclature system from the manual system to the computerized system
4- One of the members of the technological transformation in the Alexandria Drinking Water Company from the manual system to the NTG system

1/01/2012 to 20/01/2018Accountant and marketing officer at Dar Al-Alfuhus Medical Analysis Laboratories

1- Marketing officer for the laboratory to introduce it to doctors in the Sidi Bishr and Smouha area
2- Responsible for accounts within the branches
3- Responsible for following up on contract accounts with companies and laboratories
4- Accounting officer for the costs and salaries of employees within the branches
5- Providing and interpreting financial information.
6- Preparing budgets for the laboratory to determine profits and losses and the percentage of partners

1/12/2011 to 15/03/2014 Stores manager at Hamdi Ritam Foodstuff Group of Companies

1- Responsible for the Stores at Kafr El Dawar branch
2- Follow up on daily sales of representatives.
3- Conduct a daily inventory of stores
4- Analyzing sales representatives and making monthly currencies

01/01/2007 to 30/11/2011 Accountant at the National Development Bank in cooperation with Abu Dhabi Islamic Bank

1- Responsible for small financing for clients with small projects
2- Responsible for following up on installment collections for clients with small projects 3- Debt scheduling of bad debts
4- Taking all administrative and legal measures against defaulting customers
5- Follow up and enter private data from customers from manual cards into an electronic system
6- Analysis of customers, their activities, and their ability to repay financing.

01/10/2005 to 07/05/2014 Financial and accounting responsible for Al-Kharbutli, Abu Al-Matamir, and Kafr Al-Dawwar farms for poultry production.

1- Follow up on chick prices and determine the best source to obtain them
2- Responsible for expenses of poultry production requirements on farms
3- Compare prices to get the best places for medicines and vaccinations
4- Follow up on farm workers' salaries and follow up on internal production expenses
5- Follow up on poultry production sales, follow up on waste sales, and compare sales and production
6- Preparing the budget for the poultry production cycle and determining gains and losses
7- Track, organize and analyze financial performance, identify the source of funds and where they are spent, and prepare financial reports